

Section 21

SUPREME COURT
COUNTY OF SCHOHARIE

STATE OF NEW YORK

In the Matter of the Application of

EVA GIGANDET,

Petitioner,

AFFIDAVIT IN OPPOSITION
TO PETITION

For a Judgment pursuant to Article 78
of the Civil Practice Laws and Rules,

INDEX NO: 2012-193

-against the -

COUNTY OF SCHOHARIE,

Respondent.

STATE OF NEW YORK)
) ss.:
COUNTY OF SCHOHARIE)

Cassandra Ethington, being duly sworn does depose and say as follows:

1. I am the duly appointed Personnel Officer for Schoharie County and have held this position since on or about January 25, 2006.
2. The term of my most recent appointment will expire December 31, 2018.
3. As Personnel Officer, I am responsible to advise the County Board of Supervisors and department heads with respect to compliance with the New York State Civil Service Law, as well as related laws and regulations.
4. Pursuant to the Civil Service Law, I am responsible for all matters involving the appointment of civil service employees in a variety of classifications. I also play a significant

role in collective bargaining with the union, which represents most County employees, and the administration of the resultant collective bargaining agreement.

5. I am fully familiar with the facts attendant to the within petition and make this affidavit in vigorous opposition to the same.

6. As required by law, the County operates a Department of Public Health ("Department") which has a wide variety of responsibilities covering such areas as nursing services, environmental services, early child intervention, emergency preparedness and public health education and intervention.

7. Pursuant to Article 3 of the Public Health Law, the Department reports to the County Board of Health, which is comprised of one member of the Board of Supervisors, selected by the Board of Supervisors and at least three physicians licensed in New York State.

8. However, the operations of all functions within the Department are subject to funding as approved by the County Board of Supervisors, the legislative body of County governance.

9. In or about 2008-2009, the Board of Supervisors began to consider closing the County Home Health Agency ("CHHA"), which was a division within the Department.

10. The CHHA's primary responsibility was to provide in home based nursing and home health aide services.

11. The consideration of the closing of the CHHA was a controversial matter within the County.

12. In or about November 2010, the County turned over management and operation of the CHHA to Homecare Rochester, a private firm, in anticipation of the sale of the County's license to operate the CHHA to that same firm.

13. As a result, 12 County nursing positions were abolished, although those employees were offered, and many took, comparable employment with Homecare Rochester.

14. In the course of the closing of the CHHA, certain differences arose between the County Board of Health, the County Board of Supervisors and the Director of the Department.

15. As a result of these differences, the County negotiated the resignation of the former Director effective on or about November 2010.

16. Upon the Director's resignation, Betsy Bernaco, who is a former member of the County Board of Supervisors, the President of the Board of Health, as well as a duly licensed registered nurse, was made responsible for the oversight of the Department on an interim basis.

17. The Board of Supervisors asked me to oversee the closing of the CHHA and the many employment related matters that arose from that. I was also asked to assist Ms. Bernaco on personnel related issues in the Department generally.

18. In light of the closing of the CHHA and the resignation of the Director, the County determined to examine the organization and structure of the Department.

19. To do this, the County engaged Bonnie Hamilton, who is the Delaware County Director of Public Health, with decades of experience in county public health matters. Ms. Hamilton was also independent from some of the political cross winds that sometimes blow in Schoharie County.

20. Ms. Hamilton spent considerable time studying the remaining operations of the Department and interviewed each and every employee within the Department.

21. In or about February 2011, Ms. Hamilton issued a report which set forth her many concerns about the structure of the Department and her recommendation for changes to

accomplish more efficient and more coordinated operations. Although the report is stated to be a draft, this is the only report from Ms. Hamilton.

22. A copy of Ms. Hamilton's report is annexed hereto and made a part hereof as Exhibit "A."

23. Among the structural problems reported was that the Department was working under a "Silo Effect."

24. That is, Ms. Hamilton reported a lack of interaction and coordination between the various divisions within the Department.

25. Ms. Hamilton noted that the silo effect "...creates problems in establishing cross training or back up staffing in programs. It also detracts the staff from working together on common goals." (Exhibit A, pg. 3)

26. A graph submitted by Ms. Hamilton which illustrates the Department's "silo" operation structure is annexed hereto and made a part hereof as Exhibit "B." Attached thereto is the new organizational configuration recommended by Ms. Hamilton.

27. As specifically regards petitioner's position, Ms. Hamilton noted "a lack of supervision."

28. At the time of Ms. Hamilton's study of the Department, petitioner held the title of "Public Health Preparedness Coordinator," which is the only title petitioner has ever held in County employment. ("Coordinator")

29. As indicated in her official job specification, petitioner was responsible for planning and preparing "for a response to terrorism, pandemic, influenza and other public health emergencies...to support continuous improvement of a national system of public health

emergency preparedness." A copy of petitioner's official job specification is annexed hereto and made a part hereof as Exhibit "C."

30. Petitioner was the only person in the Department responsible for emergency preparedness. She had no staff, and as noted in Ms. Hamilton's report, virtually no oversight due to the vacancy in the Director's position.

31. Ms. Hamilton's report and recommendations were considered by both the Board of Health and the Board of Supervisors for several months.

32. The vacancy in the Director's office made consideration of the recommended changes considerably more difficult.

33. In or about May 2011, the County Board of Health and the County Board of Supervisors selected Asante Shipp-Hilts to become the Epidemiology Coordinator.

34. Ms. Shipp-Hilts holds a bachelor's degree in Biology, as well as a master's degree in public health, both from SUNY Albany.

35. Ms. Shipp-Hilts is currently writing her dissertation to complete the requirements to obtain her Ph.D. in public health, also from SUNY Albany.

36. On or about August 22, 2011, the County Board of Health and the Board of Health appointed Ms. Shipp-Hilts to become the new Director of the Department, which appointment was subject to the approval of the State Department of Health.

37. On August 29, 2011, the historic flooding of the Schoharie Creek caused millions and millions of dollars of damage to County properties, including but not limited to, the destruction of the County Jail and Officer Building, both situate in the Village of Schoharie.

38. The property damage in the County was in excess of \$150,000,000, much of which was not covered by insurance.

39. More than 900 homes and businesses were destroyed, as well as thousands of acres of farms and crops, which in turn significantly damaged the County's tax base.

40. Notwithstanding the valiant effort of many County employees, including petitioner, as a result of this natural disaster, it became painfully apparent that the County's disaster preparedness was sorely lacking in structure, staffing and organizational support.

41. Due to the flood disaster, the County did not apply to the State Department of Health for approval of Ms. Shipp-Hilt's appointment until November 2011.

42. By letter dated November 21, 2011, the County formally requested approval from the State Department of Health of Ms. Shipp-Hilt's appointment. A copy of this letter is annexed hereto and made a part hereof as Exhibit "D."

43. As noted in the letter, the County was aware that Ms. Shipp-Hilt did lack certain managerial experience required by Department of Health regulations.

44. In order to compensate for this lacking, and in response to some or all of the recommendations made for structural reorganization of the Department, the County Board of Supervisors had committed, through the ongoing budgetary process, to fund monies necessary for a Deputy Director position.

45. During the course of developing the County's 2012 budget, the County Board of Health approved Ms. Shipp-Hilt's recommendations for a significant reorganization of the Department, which recommendations included moving away from the "silo effect" which Ms. Hamilton cautioned about, the hiring of a Deputy Director who would be responsible for emergency preparedness in an integrated manner across division lines, the elimination of petitioner's position, the elimination of a public health educator position, the elimination of a services coordinator position and the elimination of an account supervisor position.

46. The County Board of Supervisors approved the elimination of petitioner's position in the course of adopting the 2012 budget.

47. This is the exact equivalency of the manner in which petitioner's position was created in 2007.

48. In or about 2003, as noted in the petition, certain federal grant monies became available through Health Research, Inc. which were used to support the position of "Public Health Program Specialist" ("Specialist").

49. A copy of the official job specification for the Specialist position is annexed hereto and made a part hereof as Exhibit "E."

50. While there is some small degree of overlap between petitioner's position of Coordinator and the Specialist position, these are two separate and very distinct positions.

51. The Specialist position was held by a former County employee Sue Hathaway, who as the Specialist job description indicates, spent the great majority of her time in public health programs wholly unrelated to emergency preparedness.

52. Upon information and belief, Ms. Hathaway spent only perhaps twenty percent of her time on the Specialist duties described under the caption "When working in program related to terrorism or emergency response."

53. Further, the Coordinator position focus is much broader than the terrorism/emergency duties set forth in the Specialist position in that it includes continuous improvement of a broad range of preparedness issues using the Center for Disease Control preparedness goals and measures, which duties are not found within the Specialist position.

54. Further, in recognition of the greater duties associated with the Coordinator position, that position holds a pay grade of 18, while the Specialist position holds a pay grade of 17.

55. In any event, contrary to the inference in the petition, the Coordinator position did not morph from the Specialist position. They are two entirely separate and distinct positions.

56. The two positions also have separate and distinct competitive examinations.

57. In the course of development of the fiscal year 2008 budget, the County Board of Supervisors approved funding of petitioner's position.

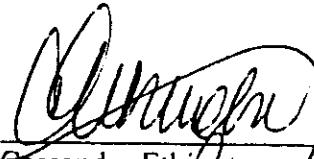
58. In that the County Board of Supervisors had approved funding in the 2008 budget for the petitioner's position, the County Personnel Officer developed the job specification for petitioner's position and arranged for the required competitive examination to be held.

59. The elimination of the funding for the petitioner's position was similarly accomplished in the course of the adoption of the County's fiscal year 2012 budget, thus complying with the requirement for legislative equivalency.

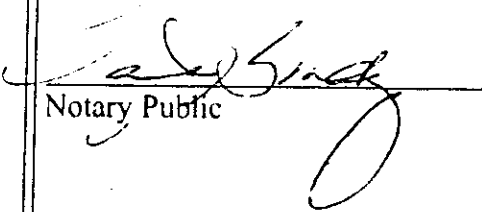
60. The savings realized from the elimination of petitioner's position as well as other positions in the Department, were, as reflected in the 2012 budget, utilized in part to support the Deputy Director's position, which because this is a new position, is a permitted use of the HRI grant funds.

61. It is thus respectfully submitted that the elimination of petitioner's position was done for legitimate managerial and organizational reasons.

62. It is further submitted that legislative equivalency is present in that petitioner's position was both created and eliminated by virtue of the adoption of County budgets for the years in question.


Cassandra Ethington

Sworn to before me this 26th
day of April, 2012.


Notary Public

PAUL J. BRADY
Notary Public, State of New York
No. 4841076
Residing in Schoharie County
My Commission Expires Feb. 28, 2014

SUPREME COURT
COUNTY OF SCHOHARIE

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In the Matter of the Application of

EVA GIGANDET,

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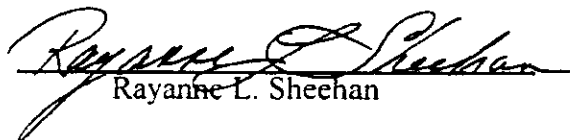
STATE OF NEW YORK :
COUNTY OF ALBANY : ss.:
COUNTY OF ALBANY :

Rayanne L. Sheehan, being duly sworn deposes and says that:


1. I am not a party to the action, am over 18 years of age and reside in Rotterdam, New York.

2 On April 27, 2012, I served a true copy of a Verified Answer, Affidavit of Cassandra Ethington, with exhibits, and Affidavit of Michael West in Opposition to Petition, upon the attorney identified below by depositing the same in a sealed envelope with an authorized Federal Express agent for overnight delivery to the offices of the addressees as follows:

Michael W. Macomber, Esq.
Tully Rinckey PLLC
441 New Karner Road
Albany, New York 12205


Rayanne L. Sheehan

Sworn to before me on
April 27, 2012.


Notary Public-State of New York
LESLIE D. CARR
Notary Public, State of New York
Qualified in Warren County
No. 01CA6012498
Commission Expires Aug. 31, 2014

Section 22

**Minutes
Finance/Solid Waste Committee
of the Schoharie County Board of Supervisors
December 8, 2010**

Committee Members Present:

Harold Vroman; Philip Skowfoe, Jr.; Dennis Richards; Marie Campbell; J. Carl Barbic

Also in Attendance:

Supervisor Daniel Singletary, DSS Commissioner/Co-Budget Officer Paul Brady, Director of Planning/Co-Budget Officer Alicia Terry, Sheriff Anthony Desmond, Undersheriff Ronald Stevens, Personnel Officer Cassandra Ethington, Weights and Measures Director Jeri Murray, Fleet Coordinator Ben Cooper, Clerk of the Board Karen Miller, Central Data Processing Director Stanley France, County Clerk M. Indica Jaycox, Board of Elections Commissioners Lewis Wilson and Clifford Hay, Board of Elections Deputy Commissioners Sara Davies-Griffin and Richard Shultes

The regular monthly meeting of the Finance/Solid Waste Committee of the Schoharie County Board of Supervisors was held on December 8, 2010. Chairman Vroman called the meeting to order at 6:35 p.m. A quorum was present.

I. SOLID WASTE AND RECYCLING: Weights and Measures Director Jeri Murray updated the Committee on her department's activity, which included:

- All three counties, Schoharie, Otsego and Montgomery, will have no subsidies for MOSA tip fees in 2011.
- She is working with a Green Fiber representative for placement of additional recycling bins around the county, including Sharon, Carlisle, Blenheim and Broome.
- Noted was the approximately \$32,000 realized in savings by the county taking on recycling activity.

II. TRAVEL REQUESTS:

1. Board of Elections

- **Moved** by Supervisor Skowfoe, seconded by Supervisor Campbell, that the Finance Committee recommend to the full Board of Supervisors approval of four persons (Election Commissioners and Election Deputy Commissioners) to attend the Election Commissioners' Annual Conference, a three day event involving overnights, in January of 2011 at a cost of \$1,600.

Discussion: Discussed was the impact the proposed new travel policy will have on this request. It was pointed out that action on this request could not wait until the new policy is addressed at the January Board meeting. It was felt that the request is in line with the new travel policy. Supervisors were informed of the need for four persons to attend this conference in order to cover all sessions, and that if attendance was denied, it would be necessary for training staff to come onsite at a cost of \$300 per hour. Elections' staff indicated that they would fund the cost through moneys available in their 2010 budget. Voice vote taken. **Motion carried unanimously.**

III. EQUIPMENT PURCHASES:

1. Sheriff's Department

- **Moved** by Supervisor Richards, seconded by Supervisor Barbic, that the Finance Committee recommend to the full Board of Supervisors approval for the Sheriff's Department to purchase a laser printer at a cost of \$740. Voice vote taken. **Motion carried unanimously.**
- **Moved** by Supervisor Richards, seconded by Supervisor Campbell, that the Finance Committee recommend to the full Board of Supervisors approval for the Sheriff's Department to purchase five ballistic vests. **Voice vote taken. Motion carried unanimously.**

EQUIPMENT PURCHASES (continued)

- **Moved** by Supervisor Richards, seconded by Supervisor Campbell, that the Finance Committee recommend to the full Board of Supervisors approval for the Sheriff's Department to purchase battery operated road flares. **Voice vote taken. Motion carried unanimously.**
2. ***Fire Coordinator's Office***
 - **Moved** by Supervisor Barbic, seconded by Supervisor Richards, that the Finance Committee recommend to the full Board of Supervisors approval for the Fire Coordinator's Office to purchase three Motorola pagers at a cost of \$399 each. **Voice vote taken. Motion carried unanimously.**
 3. ***Emergency Management Office***
 - **Moved** by Supervisor Richards, seconded by Supervisor Campbell, that the Finance Committee recommend to the full Board of Supervisor approval for the Emergency Management Office to purchase a chair at a cost of \$199.99. **Discussion:** There was discussion that in the very near future there will be a variety of chairs available from the Health Department and that one should be utilized for this need. Supervisor Richards and Supervisor Campbell withdrew the motion and its second.
 4. ***Planning Department***
 - **Moved** by Supervisor Richards, seconded by Supervisor Campbell, that the Finance Committee recommend to the full Board of Supervisors approval for the Planning Department's trade-in and purchase of a new GPS unit at a cost of \$4,591. **Voice vote taken. Motion carried unanimously.**
 5. ***County Clerk's Office***
 - Ms. Jaycox informed the Committee of a need for a chair for her office. She will explore what is available through the Health Department. If none meet her needs, she will approach the Board for purchase approval.
 6. ***Department of Public Works***
 - **Moved** by Supervisor Richards, seconded by Supervisor Campbell, that the Finance Committee recommend to the full Board of Supervisors approval for the Department of Public Works to purchase a used truck for recycling. **Voice vote taken. Motion carried unanimously.**
 7. ***Health Department***
 - The Finance Committee had no concerns with the Health Department's purchase of items for personal hygiene kits in an amount up to \$250. Additionally, it was **moved** by Supervisor Skowfoe, seconded by Supervisor Campbell, that the Health Department be allowed to spend up to \$200 for the purchase of products and/or to offset laundering costs for families experiencing chronic lice problems. **Discussion:** While Committee members had no concern with the initial spending of up to \$200, they asked that there be verification/follow-up, prior to expending additional funds, as to the success of this expenditure in controlling lice problems. The Committee was informed that this would take place through school nurses. **Voice vote taken. Motion carried unanimously.**
 8. **Moved** by Supervisor Skowfoe and seconded by Supervisor Richards and unanimously approved for the Finance Committee to go into executive session at 7:05 p.m. to discuss a matter regarding a submitted purchase order. **Action** was made to come out of executive session at 7:08 p.m.

9. **Equipment Purchases Through Grant Funding** – It was asked that consideration be given to bypassing the approval process for equipment purchases that are being financed through grant funding. The reason for this request was that the approval, in most instances, has already been secured when permission was authorized to apply for the grant funding. This item is to be referred to the Rules and Legislation Committee.

IV. **PRIVILEGE OF THE FLOOR:** Privilege of the floor was granted to Stanley France, who spoke in reference to a recent letter submitted to the Committee from the Department Head Association in regard to equity in salaries for non-union county positions as well as an evaluation process.

V. **PERSONNEL REQUESTS:** None

VI. **BUDGET AMENDMENTS AND TRANSFER REQUESTS:** A written list of budget amendments and transfer requests was distributed to Committee members. Additions, deletions and changes to the request were noted.

Moved by Supervisor Barbic, seconded by Supervisor Richards, that the Finance Committee recommend to the full Board of Supervisors approval of the list of budget amendments/transfers as presented by the co-budget officers and amended. **Voice vote taken. Motion carried unanimously.**

VII. **RENEWAL OF CDPHP CONTRACT:** **Moved** by Supervisor Richards and seconded that the Finance Committee recommend to the full Board of Supervisors that approval be granted to renew the CDPHP contract. **Voice vote taken. Motion carried unanimously.**

VIII. **SALES TAX CONTINUING RESOLUTION:** **Moved** by Supervisor Barbic and seconded by Supervisor Campbell that the Finance Committee recommend to the full Board of Supervisors continuation of the 1% sales tax. **Voice vote taken. Motion carried unanimously.**

IX. **MORTGAGE RECORDING TAX CONTINUING RESOLUTION:** **Moved** by Supervisor Campbell and seconded by Supervisor Barbic that the Finance Committee recommend to the full Board of Supervisors continuation of the mortgage recording tax. **Voice vote taken. Motion carried unanimously.**

X. **BUDGET OFFICERS' REPORT:** Reviewed and distributed by the budget officers were the sales tax status chart, a chart comparing expenditures and revenues related to nine state mandates and their impact on the tax levy, the county budget expenditure report, 2011 rate adjustment notification received from the NY Municipal Insurance Reciprocal, as well as the hiring ceiling report.

There being no further business, a motion was made by Supervisor Barbic, seconded by Supervisor Richards to adjourn. The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Ruey Schell

Finance Committee Meeting January 21, 2011

In attendance: Dan Singletary, Martin Shrederis, Carl Barbic, Tom Murray, Bob Mann, Harold Vroman, Tony VanGlad, Mike West, Alicia Terry and Stan France.

Meeting called to order by Mr. Mann at 9:10 A.M.

Ms. Terry – I am asking to reinstate a revenue account for some small cities grants as well as reinstate funding for the consultants on the Howe Caverns water project. Coming from line A. 3989. Need to increase revenue and increase appropriation.

Motion made by Mr. Singletary to recommend to the full Board that revenue line A.3989 be increased and appropriation line A.8020.4238 be increased by \$31,556. Seconded by Mr. Shrederis. Voice vote: carried.

Mr. France – We would like to change our county cell phone contract from AT&T to Verizon. AT&T wanted us to pay \$7,000 for service in this building.

Motion made by Mr. Shrederis to change carriers for the county cell phone contract from AT&T to Verizon. Seconded by Mr. Murray. Voice vote: carried.

Mr. Mann – A couple years ago we made it a rule that .2 equipment purchases needed Finance Committee approval. We should raise that threshold now as we don't anticipate any budget problems and we don't need to get bogged down with mundane purchases.

Motion made by Mr. Mann to require only .2 equipment purchases of \$5,000 or more to get Finance Committee approval. Seconded by Mr. Singletary. Voice vote: carried.

Mr. Mann – DPW is to handle .2 purchases as they have in the past.

Mr. France – We need to do something with Planning's phone system. I'm hoping to get 75-80% back on it if we sell it. Need to declare it surplus in order to sell it.

Motion made by Mr. Murray to declare Planning's phone system surplus. Seconded by Mr. Singletary. Voice vote: carried.

Mr. Faganani – We need to backfill the lead cleaner position.

Mr. Singletary – Is it non-competitive?

Mr. Fagnani – It is not tested.

Motion made by Mr. Barbic to backfill the lead cleaner position. Seconded by Mr. Singletary. Voice vote: carried.

Mr. Singletary – How many applicants are there?

Mr. Fagnani – 5 or 6

Mr. Brady – The Accounting Supervisor in DSS has been moved into the Deputy position. I need to backfill the Accounting Supervisor position. I have someone in mind. If I move that person, I don't need backfill her position. It would be a savings of \$75,000.

Motion made by Mr. Mann to backfill the Accounting Supervisor position in DSS. Seconded by Mr. Singletary. Voice vote: carried.

Mr. Brady – I would like authorization to backfill a Social Welfare Examiner position.

Motion made by Mr. Barbic to backfill a Social Welfare Examiner position in DSS. Seconded by Mr. Shrederis. Voice vote: carried.

Mr. Brady – There was a Grade 7 Assistant Social Welfare Examiner that is no longer with us. I would like to eliminate that position and create a Social Welfare Examiner position that would be a Grade 11.

Motion made by Mr. Singletary to eliminate an Assistant Social Welfare examiner position and create a Social Welfare Examiner position. Seconded by Mr. Barbic. Voice vote: carried.

Motion made by Mr. Shrederis to backfill a part-time caseworker position in DSS. Seconded by Mr. Singletary. Voice vote: carried.

Mr. Cooper – I would like to start the process for getting a skid steer loader as well as a one ton pick-up and a mowing tractor. State contract prices look cheapest. All purchases were approved during the budget process.

Motion made by Mr. Shrederis to authorize DPW to purchase a skid steer, a pick-up and a mowing tractor. Seconded by Mr. Murray. Voice vote: carried.

Mr. Desmond – We need to enter into a contract with Marcy Psychiatric Center security. Some of our inmates go there.

Motion made by Mr. Singletary to authorize the Chairman to sign a contract with the Central New York Psychiatric Center Forensic Unit. Seconded by Mr. Shrederis. Voice vote: carried.

Mr. Desmond – there will also need to be approval done for a 207c due to an injury to a Sheriff's Department employee. I would also like to request an unpaid Rabi position at the Sheriff's Office in case one is ever needed.

**Motion made by Mr. Murray to approve an unpaid Rabi position at the Sheriff's Office.
Seconded by Mr. Shrederis. Voice vote: carried.**

Ms. Ethington – I need to get approval for a copier in the health department. It is grant funded.

Motion made by Mr. Mann to approve the Health Department to purchase a copier with grant funding. Seconded by Mr. Singletary. Voice vote: carried.

Ms. Ethington – We will also need an industrial size shredder.

Mr. Mann went over personnel costs in the county. Explained that there will always be tax increases unless we can lower our personnel costs or raise sales tax revenue.

Mr. Desmond – There's no policy in place at the Sheriff's office where people can donate their sick time to another employee if they need it.

Mr. Singletary – That needs to be contracted with the Union. We can discuss it more next month and I will talk to Mary Roach about it.

Ms. Bernocco – Cobleskill-Richmondville Central School has a sick bank. You could talk to them.

Motion to adjourn made by Mr. Murray. Seconded by Mr. Shrederis. Meeting adjourned at 9:40 A.M.



Schoharie County Sheriff's Office

ANTHONY F. DESMOND

SHERIFF

(518) 295-2266

RONALD R. STEVENS

UNDERSHERIFF

157 DEPOT LANE

P.O. BOX 689

SCHOHARIE, NY 12157

FAX (518) 295-2267

CIVIL (518) 295-2268

RECORDS (518) 295-2269

JAIL (518) 295-2264

DEPUTIES (518) 295-2271

JUVENILE (518) 295-2270

NON-EMERGENCY (518) 295-8114

EMERGENCY 911

PERSONNEL COMMITTEE

January 12, 2011

- Approval of 207c for Deputy Sheriff-Road Patrol Division. Injury occurred on 12/18/2010. Deputy was cleared by physician and returned to work on 1/10/2011.
- Request permission to consider appointing a Chaplain for the Sheriff's Office.

**Minutes
Finance/Solid Waste Committee
of the Schoharie County Board of Supervisors
February 9, 2011**

Committee Members Present:

Robert Mann; Philip Skowfoe, Jr.; Thomas Murray; Daniel Singletary; J. Carl Barbic; Martin Shrederis; Larry Bradt

Also in Attendance:

William Goblet, Sandra Manko, DSS Commissioner/Co-Budget Officer Paul Brady, Director of Planning/Co-Budget Officer Alicia Terry, Personnel Officer/Interim Health Department Supervisor Cassandra Ethington, Clerk of the Board Karen Miller, CSEA President Barbara Schaffer; Sr. Personnel Clerk Sandy Coleman, Interim Youth Bureau Director George McDonnell, County Clerk M. Indica Jaycox, Weights and Measures Director Jeri Murray

The regular monthly meeting of the Finance/Solid Waste Committee of the Schoharie County Board of Supervisors was held on February 9, 2011. After an Executive Session, Chairman Mann reconvened the meeting at 6:30 p.m. A quorum was present.

I. SOLID WASTE AND RECYCLING:

- **Moved** by Supervisor Skowfoe, seconded by Supervisor Shrederis, that the Finance Committee make a recommendation that the Board of Supervisors adopt a resolution appointing Supervisor Sandra Manko to the Montgomery-Otsego-Schoharie Solid Waste Management Authority (MOSA) board of directors. **Voice vote taken. Motion carried unanimously.**
- **Solid Waste and Recycling:** Weights and Measures Director Jeri Murray distributed her report of activity over the last month. Also noted by Supervisor Skowfoe was that it will no longer be necessary to pay any tonnage on recyclables that go to MOSA for the next three years.

II. EQUIPMENT PURCHASES/DISCUSSION:

1. Board of Elections

- **Moved** by Supervisor Mann seconded by Supervisor Murray, that the Finance Committee recommend to the full Board of Supervisors approval for the Board of Elections to purchase two scanners at a cost of \$7,500 each with moneys from the HAVA fund, at a local cost of \$750. **Voice vote taken. Motion carried unanimously.**

2. Clerk of the Board

- Clerk of the Board Karen Miller informed the committee that the county has ten Canon photocopy machines in service that were purchased from IKON quite some time ago. As IKON is now a Ricoh dealer and would like to phase out Canon copiers, they have offered to swap out all ten of the county's Canon copiers with refurbished Ricoh machines at no charge. It was the consensus of those present that Clerk Miller proceed to move forward with IKON on this project.

3. Treasurer's Office

- **Moved** by Supervisor Singletary and seconded by Supervisor Murray that the Finance Committee recommend to the full Board of Supervisors that a photocopy machine in the Treasurer's Office be declared surplus. **Voice vote taken. Motion carried unanimously.**

- 4. Mentioned by Supervisor Singletary was the idea of equipping meeting room(s) in the county building with screens and laptops to decrease the amount of paper that is distributed at meetings. Costs are being researched.

III. PERSONNEL REQUESTS:

1. *Youth Bureau*

- **Moved** by Supervisor Mann, seconded by Supervisor Bradt, that the Finance Committee approve the backfill of a part-time, temporary Youth Bureau position contingent upon further information becoming available in regard to youth bureau funding in the state's budget and review by the committee. **Voice vote taken. Motion carried unanimously.**

2. *Department of Social Services*

- **Moved** by Supervisor Barbic, seconded by Supervisor Shrederis, that the Finance Committee approve the backfill of an Account Clerk Typist position, Caseworker position, and a Senior Support Investigator position in the Department of Social Services. **Voice vote taken. Motion carried unanimously.**

Mr. Mann voiced that it is his hope that as department's experience vacancies, each position is being reviewed as to possible alternatives to backfilling.

3. *County Clerk's Office*

- **Moved** by Supervisor Barbic, seconded by Supervisor Singletary, that the Finance Committee approve the backfill of a part-time, Index Mailroom Clerk position in the County Clerk's Office. **Voice vote taken. Motion carried unanimously.**

VI. BUDGET AMENDMENTS AND TRANSFER REQUESTS: A written list of budget amendments and transfer requests was distributed to Committee members.

Moved by Supervisor Shrederis seconded by Supervisor Singletary, that the Finance Committee recommend to the full Board of Supervisors approval of the list of budget amendments/transfers as presented by the co-budget officers. **Voice vote taken. Motion carried unanimously.**

VII. QUARTERLY SALES TAX REVENUE SHARING REPORT: Distributed to committee members were the 4th quarter 2010 sales tax revenue sharing figures with municipalities. A resolution reflecting these figures will be adopted at the February meeting of the Board of Supervisors.

VIII. BUDGET OFFICERS' REPORT: Distributed and reviewed by the budget officers were the sales tax status chart, the county budget expenditure and revenue report for 2010, as well as the hiring ceiling report. Also discussed was the governor's proposal to cap property tax increases at 2%. It was voiced that if this legislation passes, it is hoped that the state will look at meaningful changes in some of the mandates imposed upon localities.

IX. AUTHORIZATION TO CONTRACT:

Moved by Supervisor Shrederis, seconded by Supervisor Murray, that the Finance Committee approve the county entering into a contractual relationship with Delaware County at a cost of \$3,650 for their Health Department administrators to perform an assessment of the Schoharie County Public Health Department. **Voice vote taken. Motion carried unanimously.**

There being no further business, a motion was made by Supervisor Murray, seconded by Supervisor Shrederis to adjourn. The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Ruey Schell

**Minutes
Finance/Solid Waste Committee
of the Schoharie County Board of Supervisors
March 9 , 2011**

Committee Members Present:

Robert Mann; Thomas Murray; Daniel Singletary; J. Carl Barbic; Martin Shrederis

Also in Attendance:

Supervisor Harold Vroman, DSS Commissioner/Co-Budget Officer Paul Brady, Director of Planning/Co-Budget Officer Alicia Terry, Personnel Officer/Interim Health Department Supervisor Cassandra Ethington, Clerk of the Board Karen Miller, CSEA President Barbara Schaffer; Public Works Commissioner Thomas Fagnani, Public Works Administrator Ben Cooper, Sr. Personnel Clerk Sandy Coleman, Central Data Processing Director Stanley France, County Treasurer William Cherry, Sheriff Anthony Desmond, Sheriff's Confidential Secretary Siobhan Reddick, Sean Byrne of STB Associates and Edward Kiernan of BlueShield of Northeastern NY

The regular monthly meeting of the Finance/Solid Waste Committee of the Schoharie County Board of Supervisors was held on March 9, 2011. Robert Mann called the meeting to order at 6:35 pm. A quorum was present.

- I. SOLID WASTE AND RECYCLING:** Director of Weights and Measures Jeri Murray was unable to attend the meeting but provided a written report of her activity to committee members.
- II. TRANSFER OF PROPERTY REQUEST:**
- Moved** by Supervisor Singletary, seconded by Supervisor Shrederis, that the Finance Committee recommend that tax map property number 72.13-6-13, acquired by the county through the foreclosure process, be sold to the Village of Schoharie (vs. going to county auction) at a purchase price equal to the amount the county has paid the Village in delinquent taxes over the past four years (\$102.09). **Discussion:** Supervisor Shrederis recommended this action be approved which would assist the Village in creating a municipal public parking lot. It was also noted that similar transfers have been done in the past. **Voice vote taken. Motion carried unanimously.**
- III. PRIVILEGE OF THE FLOOR SEAN BYRNE:** Privilege of the floor was granted to Sean Byrne of STB Associates and Edward Kiernan of BlueShield of Northeastern New York who presented on a Medicare insurance program they would like the committee to consider offering to retirees. Mr. Byrne also distributed a letter to committee members asking that consideration be given to re-assigning the Broker of Record to STB Associates for the current CDPHP HMO plan.
- IV. PRESENTATION BY STAN FRANCE:** In regard to the RFP that was recently released, Central Data Processing Director Stanley France gave an informative analysis of the need for website integration to better attract tourism and businesses to Schoharie County. Suggestions were provided for consideration Mr. France would like to explore the feasibility of some (or all) of the website being built and maintained in-house. Ms. Terry will discuss and share the RFPs with Mr. France when they are returned.
- V. EQUIPMENT PURCHASES/DISCUSSION:**
1. **Department of Public Works**
- **Moved** by Supervisor Shrederis seconded by Supervisor Murray, that the Finance Committee recommend to the full Board of Supervisors approval for the purchase of four recycling dumpsters at a total cost of \$15,600. **Voice vote taken. Motion carried unanimously.**
- VI. TRAVEL REQUESTS – none**

VII. PERSONNEL BACKFILL REQUESTS:

1. *Office of Community Services*

- Request was made by Linda Meineker to backfill a Staff Social Worker position at a grade 19 while leaving a grade 13 position vacant. There was significant discussion in regard to this backfill. It was the consensus of the committee that Ms. Meineker work with the Personnel Officer to determine what grade level would be appropriate to perform the needed duties and that a recommendation be brought back for further discussion.

2. *Sheriff's Department*

- **Moved** by Supervisor Mann and seconded that a Civil Clerk position at the Sheriff's Department being vacated by retirement be backfilled and that the Finance Committee recommend to the full Board of Supervisors that a Deputy position be created in lieu of not backfilling another Civil Clerk position currently in their budget. **Voice vote taken. Motion carried unanimously.**
- **Moved** by Supervisor Shrederis, seconded by Supervisor Singletary that a Correction Officer position be backfilled on a temporary basis for three to six months until such time as the status of the Incumbent out on leave from the position can be determined. **Voice vote taken. Motion carried unanimously.**

3. *Department of Public Works*

- **Moved** by Supervisor Murray, seconded by Supervisor Shrederis, that the Finance Committee approve the backfill of a Motor Equipment Operator position in the Department of Public Works, provided that the request to backfill the resulting laborer vacancy be brought back to the committee for approval. **Discussion:** Because the positions work out of the Jefferson outpost, Supervisor Singletary offered to discuss the possibly that Town of Jefferson highway staff could pick up some of the workload. **Voice vote taken. Motion carried unanimously.**

4. *Department of Social Services*

- **Moved** by Supervisor Shrederis, seconded by Supervisor Barbic, that the Finance Committee approve the backfill of an Account Clerk Typist position in the Department of Social Services. **Discussion:** Supervisor Singletary wanted assurance that required posting and civil service regulations are being adhered to. He was informed that the rules and regulations are being followed. **Voice vote taken. Motion carried unanimously.**
- **Moved** by Supervisor Barbic, seconded by Supervisor Shrederis that the Finance Committee approve the backfill of a Support Investigator position in the Department of Social Services. **Voice vote taken. Motion carried unanimously.**

5. *Planning and Development*

- **Moved** by Supervisor Shrederis, seconded by Supervisor Singletary, that the Finance Committee approve the backfill of an Economic Development Marketing specialist position in the Planning Department. **Voice vote taken. Motion carried unanimously.**

6. *Health Department*

- **Moved** by Supervisor Singletary, seconded by Supervisor Shrederis that the Finance Committee recommend to the full Board of Supervisors that the position of Public Health Nurse Manager be created in the Health Department at a Grade 19, provided that the position of Director of Environmental Services not be backfilled when vacated. The request for the new position is based on the LHCSA and the Public Health Director's recommendation. **Voice vote taken. Motion carried unanimously.**

VIII. BUDGET AMENDMENTS AND TRANSFER REQUESTS: A written list of budget amendments and transfer requests was distributed to Committee members.

Moved by Supervisor Barbic seconded by Supervisor Shrederis, that the Finance Committee recommend to the full Board of Supervisors approval of the list of budget amendments/transfers as presented by the co-budget officers. **Voice vote taken. Motion carried unanimously.**

IX. BUDGET OFFICERS' REPORT: Distributed and reviewed by the budget officers were the sales tax status chart, the county budget expenditure and revenue report, hiring ceiling report, as well as financial statistical data related to county expenditures.

There being no further business, a motion was made by Supervisor Barbic and seconded by Supervisor Singletary to adjourn. The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Ruey Schell

**Minutes
Finance/Solid Waste Committee
of the Schoharie County Board of Supervisors
April 13, 2011**

Committee Members Present: Robert Mann; Thomas Murray; Daniel Singletary; Martin Shrederis

Also in Attendance: Supervisor Marie Campbell, Sheriff Anthony Desmond, Secretary to the Sheriff Siobhan Reddick, County Clerk M. Indica Jaycox, Public Works Administrator Ben Cooper, DSS Commissioner/Co-Budget Officer Paul Brady, Director of Planning/Co-Budget Officer Alicia Terry, Personnel Officer/Interim Health Department Supervisor Cassandra Ethington, Clerk of the Board Karen Miller, Sr. Personnel Clerk Sandra Coleman, County Attorney Michael West, Building and Grounds Supervisor Tim Rank, SEFCU Insurance Agent Diane Becker

The regular monthly meeting of the Finance/Solid Waste Committee of the Schoharie County Board of Supervisors was held on April 13, 2011. Chairman Mann called the meeting to order at 6:30 p.m. A quorum was present.

- I. SOLID WASTE AND RECYCLING:** Chairman Mann reviewed the status of current activity in the Solid Waste and Recycling Department.
- II. INSURANCE:** Moved by Supervisor Singletary and seconded by Supervisor Shrederis that the Finance Committee recommend to the full Board of Supervisors approval of the insurance renewal proposal for Schoharie County for the period April 24, 2011 through April 24, 2012, as presented by the SEFCU Insurance Agency. **Voice vote taken. Motion carried unanimously.**
- III. PERSONNEL REQUESTS:**
 - 1. Sheriff's Department**
 - **Moved** by Supervisor Shrederis, seconded by Supervisor Singletary, that the Finance Committee approve the backfill of a Correction Officer position in the Sheriff's Department vacated by retirement, in lieu of backfilling the position with a temporary Correction Officer as approved at the March 2011 Finance Committee meeting. **Voice vote taken. Motion carried unanimously.**
 - **Moved** by Supervisor Shrederis, seconded by Supervisor Mann, that the Finance Committee approve the backfill of a Corrections Officer vacancy in the Sheriff's Department. **Voice vote taken. Motion carried unanimously.**
 - 2. Department of Social Services**
 - **Moved** by Supervisor Shrederis, seconded by Supervisor Murray, that the Finance Committee approve the backfill of two Caseworker positions in the Department of Social Services. **Voice vote taken. Motion carried unanimously.**
 - 3. Department of Public Works**
 - **Moved** by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee approve the filling of a Mechanics Helper position appropriated in the Department of Public Works 2011 budget. **Voice vote taken. Motion carried unanimously.**
- IV. EQUIPMENT:**
 - Ben Cooper explained that two bids have been received and opened for the boom tractor being surplusd by the Department of Public Works. Marie Campbell, supervisor of the Town of Broome, agreed that the Town of Broome would match the highest bid of \$10,000.
Moved by Supervisor Shrederis and seconded by Supervisor Singletary that the county's surplusd boom tractor be sold to the Town of Broome for the purchase price of \$10,000. **Voice vote taken. Motion carried unanimously.**

- For informational purposes County Clerk Jaycox informed the committee that a customer's wallet was left on the counter in the Motor Vehicle Office and \$400 was stolen from it. She spoke of the benefit of having security cameras in that office, as they would have assisted in being able to identify the individual that took the moneys.
- **Moved** by Supervisor Shrederis and seconded by Supervisor Murray that the Finance Committee recommend to the Board of Supervisors the approval for the Sheriff's Department to purchase two vehicles with funds allocated in their budget, provided the purchase does not increase the number of fleet vehicles at the Sheriff's Department. **Voice vote taken. Motion carried unanimously.**

V. BUDGET AMENDMENTS AND TRANSFER REQUESTS: A written list of budget amendments and transfer requests was distributed to Committee members.

Moved by Supervisor Murray seconded by Supervisor Singletary, that the Finance Committee recommend to the full Board of Supervisors approval of the list of budget amendments/transfers as presented by the co-budget officers. **Voice vote taken. Motion carried unanimously.**

VI. PRIVILEGE OF THE FLOOR: Privilege of the floor was granted to County Attorney Michael West, who updated the Finance Committee on two issues:

1. **Town of Richmondville Property Owned by the County:** It was believed that owner(s) of neighboring property to the parcel in Richmondville owned by the county might have interest in acquiring the property. He will be working with the County Treasurer to send notice out to any owner that abuts the land to ascertain their interest and price they are willing to pay. He will keep the Finance Committee informed of the outcome.
2. **Cobleskill Parcel:** The Finance Committee was updated on a parcel of land in the Village of Cobleskill which borders another property being developed. The owner of the parcel in question owes a significant amount of back taxes and has made some requests. County Attorney West, along with the County Treasurer will continue to keep track of the situation.

VII. CHAMBER OF COMMERCE: **Moved** by Supervisor Singletary, seconded by Supervisor Shrederis, that the Finance Committee recommend to the Board of Supervisors that the County Attorney draft a promissory note for the moneys owed to Schoharie County by the Chamber of Commerce, to reflect that the Chamber repay the funds to the County at the rate of \$250 per month with no interest, with a balloon payment to the County at the end of a two year period. **Voice vote taken. Motion carried unanimously.**

VIII. BUDGET OFFICERS' REPORT: Reviewed and distributed by the budget officers were the hiring ceiling report, sales tax status chart, and the county budget expenditure and revenue report through March, 2011.

IX. CONSORTIUM AGREEMENT: Sheriff Desmond informed the Finance Committee of available funds through the NYS Division of Homeland Security's Statewide Interoperable Communications Grant and requested committee approval for the Sheriff's Department to enter into a consortium agreement with some other area counties, which is a requirement to make application for this grant funding.

There was significant discussion in regard to the need to improve interoperable communications in the Jefferson area. Suggestions for location of a tower for this purpose, if grant funding was awarded, was debated.

Moved by Supervisor Shrederis, seconded by Supervisor Murray, that the Finance Committee recommend to the full Board of Supervisors that the Sheriff's Department be allowed to enter into an agreement with Delaware, Greene, Otsego, Sullivan, and Ulster counties to form the "Catskill Interoperable Communications Consortium Agreement." **Voice vote taken. Motion carried unanimously.**

There being no further business, a motion was made by Supervisor Shrederis, seconded by Supervisor Murray to adjourn. The meeting adjourned at 7:45 pm.

Respectfully submitted,
Ruey Schell

**Minutes
Finance/Solid Waste Committee
of the Schoharie County Board of Supervisors
May 11, 2011**

Committee Members Present: Robert Mann; Thomas Murray; Daniel Singletary; Martin Shrederis, Phil Skowfoe, J. Carl Barbic

Also in Attendance: Undersheriff Ron Stevens, County Clerk M. Indica Jaycox, Public Works Administrator Ben Cooper, DSS Commissioner/Co-Budget Officer Paul Brady, Director of Planning/Co-Budget Officer Alicia Terry, Personnel Officer/Interim Health Department Supervisor Cassandra Ethington, Clerk of the Board Karen Miller, Sr. Personnel Clerk Sandra Coleman, County Attorney Michael West, SEFCU Insurance Agent Diane Becker, William Goblet, Harold Vroman, Emergency Management Director Judy Warner, Larry Bradt, Youth Bureau Director George McDonnell

The regular monthly meeting of the Finance/Solid Waste Committee of the Schoharie County Board of Supervisors was held on May 11, 2011. Chairman Mann called the meeting to order at 6:30 p.m. A quorum was present.

- I. INSURANCE – WORKERS COMPENSATION:** SEFCU Agent Diane Becker reviewed the quote received from PERMA for Workers Compensation insurance renewal for the period June 1, 2011 through June 1, 2012. The submitted quote totaled \$318,756, a 17.5% increase over the current premium. The quote had various options for lowering the premium, such as waiving the audit outcome, a 2% paid in full discount, and participation in the deferred assessment program. (At the end of the term, the assessment fee due would be 42% of the indemnity paid claims for that period.) A quote has not yet been received from Comp Alliance. It was decided to defer the decision for Workers Compensation insurance until Board day. It was felt that if PERMA is awarded the bid, taking advantage of all three options to lower the premium should be considered.

II. PERSONNEL REQUESTS:

1. Youth Bureau

- **Moved** by Supervisor Singletary, seconded by Supervisor Murray, that the Finance Committee approve the backfill of the part-time positions of Recreation Supervisor and Recreation Helper in the Youth Bureau's budget. **Voice vote taken. Motion carried unanimously.**

2. Emergency Management Office

- **Moved** by Supervisor Singletary, seconded by Supervisor Mann, that with a grade 8 employee in the Emergency Management Office having submitted her resignation, the Finance Committee approve backfilling this position with a grade 7 or grade 8. **Voice vote taken. Motion carried unanimously.**

There was also discussion in regard to the lag in billing in the EMS office. Judy Warner will pass on the committee's concerns to the EMS office.

3. Sheriff's Department

- **Moved** by Supervisor Singletary, seconded by Supervisor Shrederis, that the Finance Committee approve the backfill of a Corrections Officer position created by a resignation in the Sheriff's Department. **Voice vote taken. Motion carried unanimously.**
- **Moved** by Supervisor Singletary, seconded by Supervisor Shrederis, that the Finance Committee approve the backfill of a part-time Corrections Officer position on a provisional basis in the Sheriff's Department. **Voice vote taken. Motion carried unanimously.** (Noted was that one part time Corrections Officer position, which did not go through the backfill process, has already been filled.)

4. ***County Clerk's Office***

- **Moved** by Supervisor Singletary, seconded by Supervisor Mann, that the Finance Committee approve the creation of a part-time position in the Department of Motor Vehicles to process dealer vehicle transactions. **Discussion:** It was discussed that the person would work an average of four hours per day. The actual amount of additional revenue the position could generate was debated. There was assurance by the County Clerk that the position would not be converted into a full time position down the road. **Voice vote taken. Motion carried with one dissenting vote by Supervisor Barbic.**
- County Clerk Jaycox requested that a part-time position in her agency be increased to full-time on a temporary basis for six weeks to fill in for an employee going out on medical leave. There was no action on this request as it did not go through the County Clerk's oversight committee first.

5. ***Department of Social Services***

- **Moved** by Supervisor Mann, seconded by Supervisor Murray, that the Finance Committee approve the backfill of a Senior Social Welfare Examiner in the Department of Social Services by promoting a Social Welfare Examiner and leaving the resulting Social Welfare Examiner vacancy unfilled. **Discussion:** The committee was informed that with the gradual state takeover of the Medicaid Program, it was felt that a Social Welfare Examiner position could be left vacant. **Voice vote taken. Motion carried unanimously.**

6. ***Planning Department***

- **Moved** by Supervisor Singletary, seconded by Supervisor Shrederis, that the Finance Committee approve the temporary backfilling of the Ag Marketing Specialist position for no more than 25 weeks while the incumbent in the position is on leave. **Voice vote taken. Motion carried unanimously.**

III. **EQUIPMENT: none**

IV. **CONTRACTS/GRANTS:**

- **Moved** by Supervisor Shrederis and seconded by Supervisor Singletary that the Finance Committee recommend to the full Board of Supervisors renewal of the contractual relationship between the Schoharie County Sheriff's Department and the Village of Middleburgh for police coverage. **Voice vote taken. Motion carried unanimously.**
- **Moved** by Supervisor Shrederis and seconded by Supervisor Singletary that the Finance Committee recommend to the full Board of Supervisors approval for the Sheriff's Department to apply for the 2011 COPS Hiring Grant, which would fund 100% of the salary and fringe of a deputy position for 36 months. **Discussion:** Discussed was the financial impact this may have on the county after the grant period ends. **Voice vote taken. Motion carried with one dissenting vote by Supervisor Murray.**
- **Moved** by Supervisor Shrederis and seconded by Supervisor Singletary that the Finance Committee recommend to the full Board of Supervisors approval for the Sheriff's Department to apply for a video teleconferencing grant for the corrections facility. **Discussion:** The purpose of the grant would be to make video equipment available to inmates for conferencing with their attorneys, visiting with their families, and the like. **Voice vote taken. Motion carried with two dissenting votes by Supervisor Mann and Supervisor Murray.**

V. **BUDGET AMENDMENTS AND TRANSFER REQUESTS:** A written list of budget amendments and transfer requests was distributed to Committee members.

Moved by Supervisor Singletary seconded by Supervisor Murray, that the Finance Committee recommend to the full Board of Supervisors approval of the list of budget amendments/transfers as presented by the co-budget officers. **Voice vote taken. Motion carried unanimously.**

VI. **REPORTS** – Shared with the committee were the Sales Tax Revenue Sharing Report, Quarterly Sales and Use Tax Information through March 2011, as well as the Annual 2010 Financial Report.

VII. BUDGET OFFICERS' REPORT: Reviewed and distributed by the budget officers were the sales tax status chart, and the county budget expenditure and revenue report through April 2011. The committee was informed that the hiring ceiling report is being reviewed for accuracy and will be available at the next meeting.

VIII. MISCELLANEOUS:

- **Authorization to Open Account – Moved** by Supervisor Mann and seconded by Supervisor Shrederis that the Finance Committee authorize that a JP Morgan account be opened by the Schoharie County Treasurer's Office to facilitate adoption subsidy payments being disbursed by the Department of Social Services electronically vs. by paper checks, as required by New York State. Voice vote taken. **Motion carried unanimously.**
- **Explore Shared Services – Moved** by Supervisor Barbic and seconded by Supervisor Murray that a letter be drafted and sent, in conjunction with Otsego and Fulton Counties, to the Governor and that a follow-up resolution be prepared to encourage the Governor to share methods that the counties can implement to save money. **Voice vote taken. Motion carried unanimously.**
- **Tax Bill Information** – There was discussion in regard to providing better clarification on outgoing tax bills as to a breakdown of what the tax represents as is being done in Fulton County. It was felt if this can be done by adding a line to the current tax bills, it may be something to consider. Paul Brady volunteered to explore what could be done.
- **Moved** by Supervisor Mann and seconded that discussion in regard to the potential involvement of the county in the Route 7 infrastructure project be continued at the full Board of Supervisor level.

At 8:35 pm a motion was made by Supervisor Singletary, seconded by Supervisor Shrederis, and carried that the Finance Committee go into Executive Session. The committee came out of Executive Session. There being no further business, the meeting was adjourned.

Respectfully submitted,
Ruey Schell

**Minutes
Finance/Solid Waste Committee
of the Schoharie County Board of Supervisors
June 8, 2011**

Committee Members Present:

Robert Mann, Thomas Murray, Daniel Singletary, J. Carl Barbic, Martin Shrederis, Larry Bradt, Phil Skowfoe

Also in Attendance:

Sheriff Anthony Desmond, Public Works Administrator Ben Cooper, DSS Commissioner/Co-Budget Officer Paul Brady, Director of Planning/Co-Budget Officer Alicia Terry, Personnel Officer/Interim Health Department Supervisor Cassandra Ethington, Sr. Personnel Clerk Sandra Coleman, County Attorney Michael West, Mark Galasso

The regular monthly meeting of the Finance/Solid Waste Committee of the Schoharie County Board of Supervisors was held on June 8, 2011. Chairman Mann called the meeting to order at 6:30 p.m. A quorum was present.

I. SOLID WASTE AND RECYCLING: No report

II. PRIVILEGE OF THE FLOOR: Privilege of the floor was granted to Mayor Mark Galasso of the Village of Cobleskill who informed the committee of negotiated cost saving changes made to their PBA contract. Changes included: going to a 25-year pension system, elimination of sick and vacation leave carrying over to future years, payment of short and long term disability plans for employees, and reduction in personal days. With these adopted changes the village was able to give the employees a 2% raise. Mayor Galasso encouraged county officials to explore cost savings options during upcoming negotiations.

III. EQUIPMENT PURCHASES: None

IV. TRAVEL REQUESTS:

1. ***Sheriff's Department***

- **Moved** by Supervisor Singletary and seconded that the Finance Committee approve Sheriff's Department staff traveling to Oneida County to attend funeral services of an Oneida County law enforcement official. **Voice vote taken. Motion carried unanimously.**

V. PERSONNEL REQUESTS:

1. ***Sheriff's Department***

- **Moved** by Supervisor Bradt, seconded by Supervisor Singletary, that the Finance Committee approve the backfill of a Corporal position in the Sheriff's Department. **Voice vote taken. Motion carried unanimously.** It was noted that the retiring Corporal will be filling a part time Correction Officer position at the Sheriff's Department.

2. ***Department of Public Works***

- **Moved** by Supervisor Murray, seconded by Supervisor Bradt, that the Finance Committee approve the backfill of a MEO I position in the Public Works Department. **Discussion:** The need to backfill this position was questioned. Mr. Cooper responded that the department reorganized at the beginning of 2011, which established the needed staffing level. **Voice vote taken. Motion carried unanimously.**

- **Moved** by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee approve the backfill of a Laborer position in the Public Works Department. **Voice vote taken. Motion carried unanimously.**

3. ***Department of Social Services***

- **Moved** by Supervisor Shrederis, seconded by Supervisor Singletary, that the Finance Committee approve the backfill of a Senior Account Clerk Typist position in the Department of Social Services. **Voice vote taken. Motion carried unanimously.**
- **Moved** by Supervisor Shrederis, seconded by Supervisor Singletary, that the Finance Committee approve the backfill of an Office and Keyboard Worker position in the Department of Social Services. **Voice vote taken. Motion carried unanimously**

VI. BUDGET AMENDMENTS AND TRANSFER REQUESTS: A written list of budget amendments and transfer requests was distributed to Committee members.

Moved by Supervisor Mann seconded by Supervisor Murray, that the Finance Committee recommend to the full Board of Supervisors approval of the list of budget amendments/transfers as presented by the co-budget officers. **Discussion:** Supervisor Skowfoe questioned if the application process had been followed in regard to the transfer of bed tax funds. **Voice vote taken. Motion carried with one dissenting vote by Supervisor Skowfoe.**

VII. 2012 COUNTY BUDGET PROCESS: The budget officers informed the committee that they will be distributing 2012 budget planning packets to department heads in mid-July. Further meeting dates with department heads and finance committee members will be established in the fall.

VIII. BUDGET OFFICERS' REPORT: Distributed by the budget officers were the hiring ceiling report, sales tax status chart, and the county budget expenditure and revenue report.

There being no further business, a motion was made by Supervisor Barbic and seconded to adjourn.
Meeting adjourned at 8:00 pm.

Respectfully submitted,

Ruey Schell

**Minutes
Finance/Solid Waste Committee
of the Schoharie County Board of Supervisors
July 13, 2011**

Committee Members Present:

Robert Mann, Thomas Murray, Daniel Singletary, J. Carl Barbic, Martin Shrederis, Larry Bradt, Phil Skowfoe

Also in Attendance:

Barbara Corrigan of MOSA, Sheriff Anthony Desmond, DSS Commissioner/Co-Budget Officer Paul Brady, Director of Planning/Co-Budget Officer Alicia Terry, Personnel Officer/Interim Health Department Supervisor Cassandra Ethington, County Attorney Michael West, Central Data Processing Director Stanley France, County Clerk M. Indica Jaycox, staff of the Probation Department

The regular monthly meeting of the Finance/Solid Waste Committee of the Schoharie County Board of Supervisors was held on July 13, 2011. Chairman Mann called the meeting to order at 6:50 p.m. A quorum was present.

I. PRIVILEGE OF THE FLOOR

- Privilege of the floor was granted to Barbara Corrigan of MOSA who recommended that the county adopt a recycling goal.

Moved by Supervisor Skowfoe, seconded by Supervisor Singletary that the county establish a recycling goal based on the tonnage provided to MOSA by the county as well as the Green Fiber tonnage. Voice vote taken. **Motion carried unanimously.**

- Privilege of the floor was granted to Central Data Processing Director Stanley France in regard to phone cost upgrades.

Moved by Supervisor Singletary, seconded by Supervisor Shrederis, that the Finance Committee approve spending up to \$36,000 in order to cover the shortfall in upgrades to the county's PBX phone system. Voice vote taken. **Motion carried** with one dissenting vote by Supervisor Skowfoe.

II. CONTRACTS

1. Sheriff's Department

- **Moved** by Supervisor Skowfoe, seconded by Supervisor Shrederis that the Finance Committee recommend to the full Board of Supervisors, approval for the Sheriff's Department to enter into a contract with Wheelabrator Hudson Falls, LLC for the destruction of evidence after no longer needed. Voice vote taken. **Motion carried unanimously.**
- **Moved** by Supervisor Mann, seconded by Supervisor Murray the Finance Committee recommend to the full Board of Supervisors that the county accept the Byrne Grant funding for video teleconferencing which has been awarded to the county in the amount of \$29,806. Voice vote taken. **Motion carried** with two dissenting votes by Supervisors Mann and Murray.

III. TRAVEL REQUESTS - None

IV. PERSONNEL REQUESTS:

1. Sheriff's Department

- **Moved** by Supervisor Skowfoe, and seconded, that the Finance Committee approve the backfill of a Corrections Officer position and a Civil Clerk position in the Sheriff's Department. Voice vote taken. **Motion carried unanimously.**

2. **Probation Department** – Richard Cain was granted privilege of the floor and informed the committee that under the law, peace officers are eligible for a retirement option similar to other county law enforcement retirement programs (eligible for retirement after 25 years of service). Enacting this would require adoption of a resolution by the Board of Supervisors. He requested that the committee explore offering this option and direct that a cost estimate to implement this retirement option be obtained from the state.

Moved by Supervisor Skowfoe, seconded by Supervisor Barbic that the committee direct the appropriate county official to request an analysis of costs to offer the county's peace officers and probation director the retirement option under Title 9, Article 2, Section 89-t and Article 15 603(p) of the NYS Retirement and Social Services laws. Voice vote taken. **Motion carried unanimously.**

3. **Office of Community Services**

- **Moved** by Supervisor Shrederis, seconded by Supervisor Barbic, that the Finance Committee approve the backfill of an Office and Keyboard Worker in the Office of Community Services. Voice vote taken. **Motion carried unanimously.**

4. **Department of Social Services**

- **Moved** by Supervisor Mann, seconded by Supervisor Barbic, that the Finance Committee approve the backfill of an Account Clerk Typist position in the Department of Social Services. Voice vote taken. **Motion carried unanimously.**

- V. **BUDGET AMENDMENTS AND TRANSFER REQUESTS:** A written list of budget amendment and transfer requests was distributed to Committee members. Added to the list of transfers/amendments was transferring \$6,845 from 6010.4668 EFNEP to 1401.1801 DMV Part Time Clerk, as well as creating an appropriation and corresponding transfer into the appropriation to fund the cost of bills received from Couch White in regard to renewal of the power authority's operating license.

Moved by Supervisor Singletary, seconded by Supervisor Shrederis that the Finance Committee recommend to the full Board of Supervisors that the list of amendments/transfers to the county's budget as presented by the co-budget officers with additions be approved. Voice vote taken. **Motion carried** with one dissenting vote by Supervisor Skowfoe.

- VI. **TWO PERCENT PROPERTY TAX CAP:** The committee was informed of some provisions of the two percent property tax cap bill. Specifically, that the 2% cap applies to the tax levy, allowing for different adjustment scenarios. The co-budget officers will keep the committee informed of new information as it arises.

- VII. **BUDGET OFFICERS' REPORT:** Distributed by the budget officers and discussed were the hiring ceiling report and the sales tax status chart. Previously distributed was the county budget expenditure and revenue report.

There being no further business, the meeting was adjourned at 8:27 pm.

Respectfully

Ruey Schell

**Minutes
Finance Committee
of the Schoharie County Board of Supervisors
June 17, 2011**

Committee Members Present:

Thomas Murray, Daniel Singletary, J. Carl Barbic, Martin Shrederis

Also in Attendance:

DSS Commissioner/Co-Budget Officer Paul Brady

The called meeting of the Finance Committee of the Schoharie County Board of Supervisors was held on June 17, 2011 in the afternoon. A quorum was present.

Moved by Supervisor Sherderis, seconded by Supervisor Barbic, that the committee approve the backfill of the position of Senior Office of Keyboard Worker in the Department of Social Services. **Voice vote taken. Motion carried unanimously.**

There being no further business, the meeting was adjourned.

Respectfully submitted,

Paul Brady

**Minutes
Finance/Solid Waste Committee
of the Schoharie County Board of Supervisors
August 10, 2011**

Committee Members Present:

Robert Mann, Thomas Murray, Daniel Singletary, J. Carl Barbic, Philip Skowfoe

Also in Attendance:

Supervisor Harold Vroman, Sheriff DSS Commissioner/Co-Budget Officer Paul Brady, Director of Planning/Co-Budget Officer Alicia Terry, Sheriff Anthony Desmond, Undersheriff Ron Stevens, Personnel Officer/Interim Health Department Supervisor Cassandra Ethington, Personnel Clerk Sandra Coleman, Clerk of the Board Karen Miller, Commissioner of Public Works Thomas Fagnani, Public Works Administrator Ben Cooper, Secretary to the Sheriff Siobhan Reddick, Deputy Director of the Office of Community Services Bonnie Post, Mary Beth Slevin, Esq., John Stockli, Esq.,

The regular monthly meeting of the Finance/Solid Waste Committee of the Schoharie County Board of Supervisors was held on August 10, 2011. Chairman Mann called the meeting to order at 6:30 p.m. A quorum was present.

I. PRIVILEGE OF THE FLOOR

- Privilege of the floor was granted to Mary Beth Slevin, Esq. and John Stockli, Esq. who spoke in regard to the proposed Route 7 water project. They outlined necessary steps, legalities, and funding decisions that are needed to move the project forward. It was recommended that an opinion be obtained from the NYS Comptroller's Office as to how they would view county funds being contributed toward this project, especially if viewed as a gift.

Moved by Supervisor Mann, seconded by Supervisor Singletary that the Finance Committee grant Mary Beth Slevin, Esq., and John Stockli, Esq. approval to work with the Schoharie County Planning Department and County Attorney to make inquiry of the New York State Comptroller's Office to obtain their opinion as to the authority Schoharie County has to contribute funds toward the Route 7 water project, and further to address drafting of any local laws necessary for distribution of funds toward this project.

II. EQUIPMENT

- **Moved** by Supervisor Mann, seconded by Supervisor Singletary, that the Finance Committee authorize the purchase of GPS system equipment for the Real Property Tax Office at a cost of \$7,600 from Homeland Security grant funding. Voice vote taken. **Motion carried unanimously.**

III. TRAVEL REQUESTS - None

IV. PERSONNEL BACKFILL REQUESTS

- **Department of Public Works**

Moved by Supervisor Mann, seconded by Supervisor Skowfoe, that the Finance Committee approve the backfill of the following positions at the Department of Public Works: two motor equipment operator positions, one laborer position, and one highway supervisor. Voice vote taken. **Motion carried unanimously.**

- **Office of Community Services**

Moved by Supervisor Skowfoe, seconded by Supervisor Mann that the Finance Committee approve the backfill of two full time positions in the Office of Community Services, those being one staff social worker and one staff clinician, which is being filled in lieu of a staff social worker vacancy.

Discussion: It was discussed that one of these backfills is for an employee who has taken a leave of absence. The committee was informed that if the person on the leave of absence returns, the newly hired employee would be laid off. Voice vote taken. **Motion carried unanimously.**

- **Health Department**

The Finance Committee voted to go into executive session to discuss a personnel matter. The executive session began at 7:30 pm and ended at 7:35 pm.

Moved by Supervisor Barbic, seconded by Supervisor Singletary, that the Finance Committee approve the backfill of a supervising public health nurse and an office and keyboard worker in the Health Department. Voice vote taken. **Motion carried unanimously.**

- **Planning/Tourism/Economic Development**

Alicia Terry expressed her desire to be able to focus on tourism by adding a marketing specialist position to the tourism budget, while not filling the marketing specialist position in the economic development budget. Funds are currently available in her 2011 budget for this change to take place. She informed the committee that in 2012 and going forward, the position would be funded out of occupancy tax moneys.

Moved by Supervisor Murray and seconded, that the Finance Committee recommend to the full Board of Supervisor the creation of a marketing specialist position in the tourism budget, while not backfilling the marketing specialist position in the economic development budget, utilizing existing 2011 moneys to fund the position in 2011 and occupancy tax funds thereafter. **Discussion:** Mr. Singletary felt that in the current economic climate, he could not support hiring a county employee at an approximate starting salary of \$50,000 annually. He further felt that occupancy tax money should not be used to fund this position. Supervisor Skowfoe expressed similar concerns in regard to occupancy tax funds, while Supervisor Barbic felt the occupancy tax should be used for tourism.

Moved by Supervisor Mann, seconded by Supervisor Skowfoe, to **amend the motion** to add that the use of occupancy tax moneys to fund the marketing specialist position must be approved by the Occupancy Tax Board. Voice vote taken. **Motion carried** with one dissenting vote by Supervisor Singletary.

Voice vote taken. Main motion as amended carried.

V. **BUDGET AMENDMENTS AND TRANSFER REQUESTS:** A written list of budget amendment and transfer requests was distributed to Committee members.

Moved by Supervisor Mann, seconded by Supervisor Singletary, that the Finance Committee recommend to the full Board of Supervisors the list of amendments/transfers to the county's budget as presented by the co-budget officers be approved, with the amendments/transfers relating to the tourism marketing specialist position be placed on a separate resolution. Voice vote taken. **Motion carried unanimously.**

VI. **PROBATION REQUEST:** Information obtained from the NYS Retirement System in regard to costs for probation department staff to switch to the retirement option offered to law enforcement officials was distributed to committee members with no action taken.

VII. **QUARTERLY SALES TAX REPORT** – A breakdown of sales tax revenue sharing with towns and villages through the second quarter of 2011 was distributed and reviewed by committee members.

VIII. **LEGAL SERVICES INVOICE** – Discussed was the invoice received for the County Treasurer's legal services in the Strack matter.

Moved by Supervisor Mann, seconded by Supervisor Barbic that the invoice received for legal representation for the County Treasurer in the Strack litigation matter be paid through the county. **Discussion:** Questioned were the conflicting provisions of law as to if the county is obligated to pay the invoice. Voice vote taken. **Motion carried** with one dissenting vote by Supervisor Singletary.

- IX. BUDGET OFFICER REPORTS** - Distributed by the budget officers and discussed were the hiring ceiling report and the sales tax status chart. Previously distributed was the county budget expenditure and revenue report. Additionally, the committee was informed that notification has been received from the NYS Retirement System that the county's contribution toward retirement will be less than projected.

There was also discussion in regard to the need for departments to assure that when an individual retires and is given a payout benefits out of the appropriation line, there will be sufficient moneys remaining in the line to fund the subsequent backfill.

For planning purposes it was asked if the Personnel Officer could be forwarded information from the NYS Retirement system on a regular basis as to upcoming retirements.

Moved by Supervisor Singletary, seconded by Supervisor Mann, that exploration be made into the possibility of the Personnel Officer receiving notice of upcoming retirements from the NYS Retirement System. Voice vote taken. **Motion carried unanimously.**

There being no further business, a motion was made by Supervisor Singletary and seconded by Supervisor Barbic to adjourn. The meeting was adjourned at 8:30 pm.

Respectfully

Ruey Schell

**Minutes
Finance/Solid Waste Committee
of the Schoharie County Board of Supervisors
September 14, 2011**

Committee Members Present:

Robert Mann, Thomas Murray, Daniel Singletary, J. Carl Barbic, Philip Skowfoe, Martin Shrederis

Also in Attendance:

Supervisor Harold Vroman, Supervisor Larry Bradt, County Attorney Michael West, DSS Commissioner/Co-Budget Officer Paul Brady, Director of Planning/Co-Budget Officer Alicia Terry, Treasurer William Cherry, Public Works Administrator Ben Cooper, Sheriff Anthony Desmond, Undersheriff Ron Stevens, Personnel Officer/Interim Health Department Supervisor Cassandra Ethington, Clerk of the Board Karen Miller, Secretary to the Sheriff Siobhan Reddick, Emergency Management Director Judy Warner, Jamie McDaniels – FEMA

The regular monthly meeting of the Finance/Solid Waste Committee of the Schoharie County Board of Supervisors was held on September 14, 2011. Chairman Mann called the meeting to order at 6:30 p.m. A quorum was present.

I. PRIVILEGE OF THE FLOOR

- Privilege of the floor was granted to Jamie McDaniels in regard to housing and public assistance needs due to the recent disaster. Emphasized was the importance of capturing individuals/businesses in a timely fashion to encourage them to stay in the community in an effort to maintain the county's tax base.

Housing issues were discussed. It was learned that FEMA does plan on addressing a temporary housing mission in Schoharie County. A state task force is in place to determine the best housing options for the community. The need to better identify those that need more long term housing was stressed as well as more focus and coordination on this issue.

II. SOLID WASTE- The Solid Waste Coordinator has recently started his employment, has attended some training and is currently assisting with disaster issues.

III. PERSONNEL BACKFILL REQUESTS

- **County Clerk's Office**

Paperwork was re-signed for the approval already granted to fill a part-time DMV clerk. The original paperwork was destroyed due to flooding.

Denied was the request of County Clerk Jaycox to increase a part-time employee's hours to assist with work while another is on a three month leave of absence.

County Clerk Jaycox will communicate with the document recovery service to assure that documents are being properly disposed of.

- **Department of Social Services**

Moved by Supervisor Barbic, seconded by Supervisor Shrederis that the Finance Committee approve the backfill of a Social Welfare Examiner and a temporary HEAP Social Welfare Examiner in the Department of Social Services. Voice vote taken. **Motion carried unanimously.**

IV. EQUIPMENT REQUESTS

- **Sheriff's Office**

Undersheriff Stevens will work with Karen Miller and Bill Cherry in regard to assuring sirens throughout the county are operational. Funding in the amount of \$300,000 has been allocated by DEP for siren repair.

V. CONTRACT REQUEST

- **Emergency Management Office**

A request to enter into a contractual relationship with Mac Davies in regard to debris management to assure proper documentation is collected for FEMA claiming was discussed. William Cherry will get the opinion of contractor Ron Simmons as to this need for further discussion/decision at the next Board of Supervisor's meeting if necessary.

Stressed by Emergency Management Director Warner was the need for immediate placement of phones and internet service at the MOSA site to efficiently meet disaster activities. The demands placed on CDP staff was discussed as well as the authority previously given to William Cherry and Karen Miller to meet needs related to the disaster.

Moved by Supervisor Mann, seconded by Supervisor Singletary that William Cherry and Karen Miller expedite the process to assure phone and internet needs for the temporary county offices at MOSA are met. Voice vote taken. **Motion carried unanimously.**

It was the consensus of those present that William Cherry and Karen Miller continue to coordinate needs related to the disaster and will include Chairman Vroman in decision making when he is available.

VI. REPORT OF WILLIM CHERRY – William Cherry summarized activities accomplished due to the disaster thus far:

- National Fire Adjusters has been engaged to act as an insurance adjuster in an effort to identify losses above what is covered by flood insurance in order to get maximum FEMA reimbursement.
- Simmons Recovery Services has been engaged to assure proper documentation is captured for submission for FEMA.
- An initial payment of \$1,250,000 has been received from NYMIR with an additional \$750,000 to follow upon submission of loss documentation.
- After a walkthrough of county properties with the NFIP adjuster, a \$2 million advance payment will be forthcoming.
- Partial payment of \$150,000 has been made to CSG CAT for work performed.
- Payment has been made to Document Reprocessors in the amount of \$148,000.
- Second floor of the Public Safety building will be ready to be occupied on September 16th.
- Decisions on the jail will be made down the road.
- Work on the DPW facility will be completed shortly.
- The second and third floor of the county office building will be inaccessible for a four to six month period.
- The second and third floor of the county courthouse will be ready for occupancy sooner than the second and third floor of the county office building.
- Decisions will need to be made in regard to repair of public safety facility (Sheriff's Division) and the first floor of the County Office Building.

VII. BUDGET AMENDMENTS AND TRANSFER REQUESTS:

Moved by Supervisor Shrederis, seconded by Supervisor Singletary, that the Finance Committee recommend to the full Board of Supervisors the list of budget amendments to the 2011 adopted county budget as presented by Treasurer William Cherry. Voice vote taken. **Motion carried unanimously.**

Moved by Supervisor Singletary, seconded by Supervisor Shrederis, that the Finance Committee recommend to the full Board of Supervisors the budget amendment and transfers to the 2011 adopted county budget necessary in the Department of Social Services and Emergency Medical Services department as presented. Voice vote taken. **Motion carried unanimously.**

VIII. 2012 COUNTY BUDGET PROCESS: A revised schedule of meeting dates pertaining to the 2012 budget was distributed.

IX. MISCELLANEOUS: The need for additional temporary space for the department of social services to operate was discussed as well as payment issue decisions that will need to be made.

There being no further business, a motion was made by Supervisor Barbic and seconded by Supervisor Shrederis to adjourn. The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Ruey Schell

Minutes
Finance/Solid Waste Committee
of the Schoharie County Board of Supervisors
October 12, 2011

Committee Members Present:

Robert Mann, Thomas Murray, Daniel Singletary, J. Carl Barbic, Philip Skowfoe, Martin Shrederis

Also in Attendance:

Supervisor Larry Bradt, DSS Commissioner/Co-Budget Officer Paul Brady, Director of Planning/Co-Budget Officer Alicia Terry, Public Works Administrator Ben Cooper, Sheriff Anthony Desmond, Undersheriff Ron Stevens, Personnel Officer/Interim Health Department Supervisor Cassandra Ethington, Clerk of the Board Karen Miller, Secretary to the Sheriff Siobhan Reddick, Emergency Management Director Judy Warner, MOSA Director Dennis Heaton, Interim Community Services Director Bonnie Post

The regular monthly meeting of the Finance/Solid Waste Committee of the Schoharie County Board of Supervisors was held on October 12, 2011. Chairman Mann called the meeting to order at 6:37 p.m. A quorum was present.

I. SOLID WASTE – No business

II EQUIPMENT REQUESTS

- **Department of Public Works Office**

- The committee was informed that 11 county vehicles were damaged in the recent flooding. With insurance proceeds totally \$70,000, Ben Cooper asked for guidance as to what departments should get replacement vehicles.

Moved by Supervisor Mann, seconded by Supervisor Shrederis that with the insurance proceeds received for vehicles damaged due to the recent flooding, two vehicles be purchased for the Probation Department that meet their requirements, one pickup truck for the Department of Public Works, and one vehicle for the car pool. Voice vote taken. **Motion carried unanimously.**

- **Moved** by Supervisor Shrederis, seconded by Supervisor Singletary that the Department of Public Works be authorized to send out a Request for Proposal for the replacement of a damaged truck lift. Voice vote taken. **Motion carried unanimously.**

- **Central Data Processing**

- Stan France asked for authorization to replace the phone system in the county office building, using Northland Communications as the vendor. He voiced that the system would be compatible with those at other county sites and estimated the cost to be under \$100,000. Additionally, the equipment will be installed on the third floor of the county building and that Middleburgh Telephone Company appears to be satisfied with the plan.

Moved by Supervisor Singletary, seconded by Supervisor Mann that the Finance Committee recommend to the full Board of Supervisors approval to fund the costs of replacing the phone system in the county office building, pending confirmation that the purchase is sole source and meets the standards of Middleburgh Telephone. **Discussion:** Discussed was the need to assure that the purchase is defensible when submitted for insurance and/or FEMA reimbursement. It was felt that attempt should be made to obtain three quotes. Agreed was more information will be obtained prior to the full meeting of the Board of Supervisors and that Mr. France will attempt to get further price quotes as well as confirm if Middleburgh Telephone is interested in providing services beyond what they have expressed. **Voice vote taken with one dissenting vote by Supervisor Singletary.**

III. PERSONNEL BACKFILL REQUESTS - None

IV. TRAVEL REQUESTS - None

V. BUDGET AMENDMENTS AND TRANSFERS

Presented was the list of budget amendments and transfers for consideration.

In lieu of the jail being closed, questioned was the amount of overtime being paid to correction officers. Sheriff Desmond explained that overtime was/is necessary to secure blocked roads, provide around-the-clock security in the Village of Schoharie, provide 24-hour coverage to process any individuals that may be brought into the Public Safety Building for processing, and for inmate transports. There was disagreement as to the need for overtime to be used to cover these duties. Going forward Sheriff Desmond will look to do comprehensive scheduling to avoid the use of correction officer overtime.

Recommended was that the Law Enforcement Committee work with the Sheriff and Undersheriff to research and explore costs and future operations/plans for the jail. Areas to include are the cost of Schoharie County prisoners being boarded out to other counties, loss of revenue due to Schoharie's inability to board prisoners, as well as unemployment costs if layoffs are necessary.

Bonnie Post of the Office of Community Services explained her budget amendment requests which will support a short-term grant awarded by FEMA to the county in an attempt to assist those in Schoharie and Schenectady Counties impacted by the disaster with any mental health needs.

There were also additions to the transfer requests for the health department, department of public works, and emergency management office.

Moved by Supervisor Shrederis, seconded by Supervisor Singletary, that the Finance Committee recommend to the full Board of Supervisors the list of budget transfers and amendments to the 2011 adopted county budget as presented by the co-budget officers and amended. Voice vote taken. **Motion carried unanimously.**

VI. CO-BUDGET OFFICER REPORT AND MISCELLANEOUS

- **Disaster Expenses** - Discussed were large bills being received by the county for work done by entities hired to meet disaster needs. While it was noted that most of these expenses are FEMA reimbursable, funds will need to be available to front the cost of paying the invoices while awaiting FEMA reimbursement. Voiced was the possibility of borrowed money being available as soon as November.
- **DPW Leave Time Records** - Learned was that some of the Department of Public Work's leave time records were recovered as well as the possibility of recreating those lost.
- **Sales Tax Revenue** - The estimated payment of sales tax revenue due to the county for September came in higher than anticipated.
- **NYSHIP** - Health insurance costs for NYSHIP insurance for 2012 will increase in the range of 3-3.5%.
- **2% Property Tax Cap** - After attending training sponsored by the NYS Comptroller's Office, the co-budget officers felt that the county should consider enacting a local law to exceed the 2% property tax cap.
Moved by Supervisor Singletary, seconded by Supervisor Shrederis to direct the county attorney to prepare a local law for a tax cap override for consideration and action by the full Board of Supervisors. Voice vote taken. **Motion approved with two dissenting votes.**
- **After Action Report** - The Emergency Management Office will be preparing a Request for Proposal for an after action report in relation to the current disaster and hopes to have further information available soon.
- **Relocated Emergency Management Office** - Rental costs for the Emergency Management Office's permanent re-location to the MOSA site will be explored.
- **Information Technology** - Stanley France explained progress thus far to meet county department technology needs due to several departments being temporarily relocated.

There being no further business, a motion was made by Supervisor Barbic and seconded by Supervisor Singletary to adjourn. The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Ruey Schell

**Minutes
Finance/Solid Waste Committee
of the Schoharie County Board of Supervisors
November 9, 2011**

Committee Members Present:

Supervisors Robert Mann, Thomas Murray, Daniel Singletary, J. Carl Barbic, Philip Skowfoe, Martin Shrederis, Larry Bradt

Also in Attendance:

Supervisor Harold Vroman, Co-Budget Officer Paul Brady, Director of Planning/Co-Budget Officer Alicia Terry, Public Works Administrator Ben Cooper, Sheriff Anthony Desmond, Undersheriff Ron Stevens, Personnel Officer/Interim Health Department Supervisor Cassandra Ethington, Clerk of the Board Karen Miller, Secretary to the Sheriff Siobhan Reddick, Emergency Management Director Judy Warner, Real Property Tax Director Marjorie Troidl, Weights and Measures Director Ronald Fancher

The regular monthly meeting of the Finance/Solid Waste Committee of the Schoharie County Board of Supervisors was held on November 9, 2011. Chairman Mann called the meeting to order at 6:33 p.m. A quorum was present.

- I. **SOLID WASTE** – Weights and Measures Director Ronald Fancher distributed information in regard to inspections he performed for the period September 1 – November 8, 2011, which he felt amounted to 90% of the total inspections. His feeling that the Weights and Measures position could be reduced to part-time was so noted.

II **EQUIPMENT REQUESTS**

• **Department of Public Works Office**

- Ben Cooper asked for committee feedback as to the purchase of additional recycling boxes with \$20,000 of available funds. It was the consensus of the committee that recycling boxes not be purchased at this time.
- Ben Cooper reminded the committee that in June 2011 approval was granted to purchase a skid steer to replace a one ton truck that was sold in the auction. Because the approval was granted prior to the disaster, Mr. Cooper approached the committee again to assure that the committee was still supporting the purchase prior to bids going out.

Moved by Supervisor Barbic, seconded by Supervisor Singletary that the committee's prior approval to proceed with the purchase of a skid steer for the Department of Public Works be rescinded. Voice vote taken. **Motion carried with two dissenting votes by Supervisors Murray and Skowfoe.**

• **Sheriff's Department**

- Request was made by the Sheriff's Department for approval to purchase two snowmobiles to replace those that were damaged in the recent disaster. In light of the county's current and future financial picture, there was significant discussion as to if continuing the snowmobile patrol is a priority at this time.

Moved by Supervisor Singletary, seconded by Supervisor Mann that the request of the Sheriff's Department for Finance Committee approval to purchase snowmobiles be denied. Voice vote taken. **Motion carried with two dissenting votes by Supervisors Bradt and Skowfoe.**

III. **PERSONNEL BACKFILL REQUESTS** - None

IV. **TRAVEL REQUESTS** – None

V. BUDGET AMENDMENTS AND TRANSFERS

- **Moved** by Supervisor Mann, seconded by Supervisor Singletary, that the Finance Committee strike the below from the proposed list of budget transfers and amendments to the 2011 budget as presented by the co-budget officers:

FROM: A.1325.4321 Training and Education	TO: A.1325.2102 Office Furniture	\$ 2,800.00
FROM: A.6420.1003 Marketing Specialist	TO: A.8020.2205 Computer Equipment	\$ 9,500.00
FROM: A.6420.1003 Marketing Specialist	TO: A.8020.2306 Photocopier	\$10,000.00

Voice vote taken. **Motion carried unanimously.**

- **Moved** by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee add the below to the proposed list of budget transfers and amendments to the 2011 budget as presented by the co-budget officers:

FROM: A.1420.4306 Miscellaneous	TO: A.1420.4101 Office Supplies	\$ 86.00
FROM: A.1420.4109 Publications	TO: A.1420.4101 Office Supplies	\$ 100.00
FROM: A.1420.4202 Witness	TO: A.1420.4101 Office Supplies	\$ 200.00

Voice vote taken. **Motion carried unanimously.**

- **Moved** by Supervisor Mann, and seconded, that the Finance Committee recommend that the full Board of Supervisors approve the amended list of transfers and amendments to the 2011 county budget provided that feedback is given to the Board by the Department of Public Works as to the feasibility of purchasing the pickup truck and vehicle at lesser costs (i.e., government surplus). Voice vote taken. **Motion carried unanimously.**

VI. RESERVE FUNDS

Co-budget Officer Brady informed the committee that the county has several outstanding bills for disaster related services, and at present there is insufficient cash flow to pay the bills. He suggested that the Board may want to take action to have access to the \$2 million in reserve funds that has been set aside for the Route 7 water project. After discussion it was the consensus of those present that the funds not be used in this manner and to delay payment of the bills until bonding and insurance proceeds are available. The County Attorney will look into the use and specifications associated with the \$2 million reserve fund.

VII. 2012 COUNTY BUDGET

Copies of the 2012 tentative county budget were provided to the committee by the co-budget officers. Noting that 2012 will be a difficult budget year, the co-budget officers applauded department heads for submitting reasonable budget requests. The tentative budget reflects decreased expenditures as well as revenues. Not reflected are any disaster recovery expenses or revenue. Also noted was that the budget proposes to eliminate 30 positions, 12 currently vacant and 18 which are filled. Information was then distributed to the committee by Sheriff Desmond as to minimum staffing needs for his department.

VIII. CO-BUDGET OFFICER REPORT AND MISCELLANEOUS

- **Moved** by Supervisor Mann and seconded that the Finance Committee recommend to the full Board of Supervisors that an erroneous assessment in the Town of Conesville as presented to the committee by the Real Property Tax Director be approved. Voice vote taken. **Motion carried unanimously.**
- Distributed to committee members was information in regard to sales tax revenue as well as 2011 budget revenue and expenditure figures.
- Noted by the committee were concerns expressed by Judy Warner regarding the communication distributed to county employees by the treasurer's office in regard to department heads/deputies and overtime.

- **Moved** by Supervisor Mann and seconded by Supervisor Shrederis that the Finance Committee approve the request of the Sheriff Department to apply for the 2011 Byrne Justice Assistance grant. Voice vote taken. **Motion carried unanimously.**
- **Moved** by Supervisor Singletary and seconded by Supervisor Shrederis that the Finance Committee approve the Sheriff's Department's request to apply for a Live Scan grant. Voice vote taken. **Motion carried unanimously.**
- **Moved** by Supervisor Shrederis and seconded by Supervisor Singletary that the Finance Committee approve the Sheriff Department's request to apply for Homeland Security grant funding in the amount of \$132,000. Voice vote taken. **Motion carried unanimously.**
- **Moved** by Supervisor Mann and seconded by Supervisor Barbic that the Finance Committee recommend to the full Board of Supervisors that law enforcement patrolling in the Village of Schoharie be discontinued. **Discussion:** Supervisor Shrederis informed the committee that few homes in the Village of Schoharie have power. He asked that if the recommendation passes, the village mayor be informed of this in writing in the event it is necessary to increase village police protection. **Voice vote taken. Motion carried unanimously with one dissenting vote by Supervisor Shrederis.**

There being no further business, a motion was made by Supervisor Shrederis and seconded to adjourn. The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Ruey Schell

Minutes Finance/Solid Waste Committee of the Schoharie County Board of Supervisors November 21, 2011

Committee Members Present:

Robert Mann, Thomas Murray, Daniel Singletary, J. Carl Barbic, Philip Skowfoe, Martin Shrederis

Also in Attendance:

Supervisor Harold Vroman, Supervisor Sandra Manko, Supervisor Marie Campbell, Supervisor William Goblet, Co-Budget Officer Paul Brady, Director of Planning/Co-Budget Officer Alicia Terry, Barbara Schaffer, Sandra Coleman, Betsy Bernocco

The Finance Committee's first meeting to review the 2012 tentative budget for Schoharie County was held on November 21, 2011. Chairman Mann called the meeting to order at 6:15 p.m. A quorum was present.

Moved by Supervisor Skowfoe, seconded by Supervisor Mann to go into Executive Session. The committee went into Executive Session at 6:30 pm and returned to the meeting at 6:45 pm upon the motion of Supervisor Barbic, which was seconded.

EMERGENCY MANAGEMENT/SAFETY OFFICE – Present: Judy Warner, Patrick Shiland

Expenditures

Moved by Supervisor Mann, seconded by Supervisor Singletary, that the Finance Committee recommend the below appropriation lines on pages 56-57 in the 2012 Schoharie County Tentative Budget be amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.3640.1905	Health Buyout	\$ 1,000	\$ 2,000
A.3640.2914	Rescue Equipment	500	250
A.3640.4110	HMTUSA Grant	1,500	0
A.3640.4117	Mimeo Supplies	1,000	500
A.3640.4251	Training Expense	1,000	500
A.3640.4303	Travel Expenses	500	250
A.3640.4306	Misc. Expense	800	300
A.3640.4507	I Flows Maint.	500	0
A.3640.4509	Equip. Maintenance	1500	1,000

Voice vote taken. Motion carried with one dissenting vote by Supervisor Singletary.

Moved by Supervisor Shrederis and seconded that pages 56-57 of the 2012 Schoharie County Tentative Budget be approved as amended. Voice vote taken. Motion carried.

Moved by Supervisor Shrederis, seconded by Supervisor Mann that decisions to amend page 20 of the 2012 Schoharie County Tentative Budget be tabled. Voice vote taken with one dissenting vote by Supervisor Singletary.

Moved by Supervisor Mann, seconded by Supervisor Singletary that page 110 of the 2012 Schoharie County Tentative Budget be approved by the Finance Committee as recommended by the Co-Budget Officers.

Revenues

Moved by Supervisor Shrederis, seconded by Supervisor Mann, that the Finance Committee recommend that the below revenue lines in the 2012 Schoharie County Tentative Budget be amended.

<u>Revenue Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
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A.2212	Mimeo Printing Services	\$	1,000	\$	500
A.4306	HMTUSA Plan Grant		1,500		0

Voice vote taken. Motion carried with one dissenting vote by Supervisor Singletary.

BOARD OF ELECTIONS – Present: Richard Shultes, Sara Davies-Griffin, Clifford Hay

- Expenditures**

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee recommend the below appropriation lines on pages 21-22 in the 2012 Schoharie County Tentative Budget be amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.1450.4204	Election Inspectors	\$ 60,000	\$ 82,000
A.1450.4116	Special Forms	30,000	45,000
A.1450.2800	Voting Machines	10,000	3,500

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann, seconded by Supervisory Murray, that pages 21-22 of the 2012 Schoharie County Tentative Budget be approved as amended. Voice vote taken. Motion carried unanimously.

CENTRAL DATA PROCESSING – Present: Stanley France

- Expenditures**

Moved by Supervisor Mann, seconded by Supervisor Murray, that the Finance Committee recommend the below appropriation lines on pages 30-31 in the 2012 Schoharie County Tentative Budget be amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.1680.2224	File Server	\$ 40,000	\$ 0
A.1680.4112	Software	15,000	10,000

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann and seconded that pages 30-31 of the 2012 Schoharie County Tentative Budget be approved as amended. Voice vote taken. Motion carried unanimously.

PUBLIC HEALTH DEPARTMENT – Present: Cassandra Ethington, Patti Gustafson, Asanti Shipp-Hilts

- Expenditures**

Moved by Supervisor Mann and seconded by Supervisor Shrederis that page 29 of the 2012 Schoharie County Tentative Budget be approved as presented. Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann and seconded by Supervisor Shrederis that page 34 of the 2012 Schoharie County Tentative Budget be approved as presented. Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee recommend the below appropriation lines on pages 58-61 in the 2012 Schoharie County Tentative Budget be amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.4010.1004	Deputy Director	\$ 0	\$ 55,000
A.4010.1011	PH Nurse Manager	55,000	0
A.4010.1023	Dir. Environmental Health	55,000	0
A.4010.1127	PH Sanitarian	0	\$55,116

A.4010.2101	Office Furniture	6,000	0
A.4010.2205	Computer Equipment	2,500	0
A.4010.2300	Office Equipment	1,500	1,000
A.4010.4101	Office Supplies	4,000	3,000
A.4010.4105	Medical Supplies	7,000	3,500
A.4010.4110	Uniforms	2,000	1,000
A.4010.4124	TB Control	500	250

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann and seconded by Supervisor Shrederis that pages 58-61 of the 2012 Schoharie County Tentative Budget be approved as amended. Voice vote taken. Motion carried unanimously.

Moved by Supervisor Shrederis and seconded that the Finance Committee recommend the below appropriation lines on pages 62-63 in the 2012 Schoharie County Tentative Budget be amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.4010.4264	Medical Consultant	12,000	6,000
A.4010.4303	Travel	3,000	1,500
A.4010.4610	Per Diem Nurses	7,000	4,500
A.4010.4677	Tobacco Awareness	8,000	4,000
A.4010.4687	Bio-terrorism Program	72,000	24,173
A.4010.4688	Medical Reserve Corps.	2,000	12,000

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Shrederis and seconded that pages 62-63 of the 2012 Schoharie County Tentative Budget be approved as amended. Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann and seconded by Supervisor Murray that page 64 of the 2012 Schoharie County Tentative Budget be approved as presented. Voice vote taken. Motion carried unanimously.

Revenues

Moved by Supervisor Singletary and seconded that the Finance Committee recommend the below revenue line in the 2012 Schoharie County Tentative Budget be amended.

<u>Revenue Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.1613	Medicaid/Age 3-5 Years	\$ 200,000	\$ 90,000

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann and seconded that the Finance Committee recommend the below revenue line in the 2012 Schoharie County Tentative Budget be amended.

<u>Revenue Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.3489	Childhood Lead Poison	\$ 25,723	\$ 28,052

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Shrederis and seconded that the Finance Committee recommend the below revenue line in the 2012 Schoharie County Tentative Budget be amended.

<u>Revenue Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.4457	Bioterrorism Grant	\$ 156,378	\$ 102,807

Voice vote taken. Motion carried unanimously.

TREASURER'S OFFICE – Present: William Cherry

- **Expenditures**

Moved by Supervisor Shrederis and seconded that the Finance Committee recommend the below appropriation lines on pages 9-10 in the 2012 Schoharie County Tentative Budget be amended.

<u>Appropriation Number</u>	<u>Title</u>	<u>Budget Officer Recommendation (from)</u>	<u>Finance Committee Recommendation (to)</u>
A.1325.2201	Office Equipment	\$ 0	\$ 2,500
A.1325.2306	Photocopier	0	2,800

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann and seconded that pages 9-10 of the 2012 Schoharie County Tentative Budget be approved as amended. Voice vote taken. Motion carried unanimously.

YOUTH BUREAU – Present: George McDonnell

- **Expenditures**

Moved by Supervisor Mann and seconded by Supervisor Shrederis that pages 100-101 of the 2012 Schoharie County Tentative Budget be approved as presented. Voice vote taken. Motion carried with one dissenting vote by Supervisor Singletary.

There being no further business, the meeting was adjourned at 11:00 pm

Respectfully submitted,
Ruey Schell

**Minutes
Finance/Solid Waste Committee
of the Schoharie County Board of Supervisors
November 24, 2011**

Committee Members Present:

Robert Mann, Thomas Murray, Daniel Singletary, J. Carl Barbic, Philip Skowfoe, Martin Shrederis

Also in Attendance:

Supervisor Marie Campbell, Supervisor Harold Vroman, Co-Budget Officer Paul Brady, Director of Planning/Co-Budget Officer Alicia Terry, Sandra Coleman,

The Finance Committee's second meeting to review the 2012 tentative budget for Schoharie County was held on November 24, 2011. Chairman Mann called the meeting to order at 10:00 am. A quorum was present.

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee approve the Planning and Development Department to apply for a \$164,000 grant to benefit Schoharie County farmers impacted by the recent flood disaster, which will provide funds for seed, feed and produce. Voice vote taken. Motion carried unanimously.

MENTAL HEALTH CLINIC – Present: Bonnie Post, Patti Gustafson

- **Expenditures**

Moved by Supervisor Mann, seconded by Supervisor Singletary that pages 65-66 of the 2012 Schoharie County Tentative Budget be approved as recommended. Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance recommend the below appropriation lines in the 2012 Schoharie County Tentative Budget be amended and that page 67-70 in the 2012 Schoharie County Tentative Budget be approved as amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.4310.1025	Staff Clinician	\$ 44,003	\$ 0
A.4310.4101	Office Supplies	8,000	5,000
A.4310.4121	Emergency Medication	2,000	1,000
A.4310.4599	Repairs and Maintenance	10,000	8,000
A.4310.4306	Miscellaneous	2,000	500

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance recommend the below appropriation line in the 2012 Schoharie County Tentative Budget be amended and that page 71-73 in the 2012 Schoharie County Tentative Budget be approved as amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.4321.4276	Kendra's Law	\$ 4,856	\$ 2,000

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Shrederis, seconded by Supervisor Mann, that the Finance recommend the below appropriation line in the 2012 Schoharie County Tentative Budget be amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.4324.4611		\$ 2,000	\$ 15,000

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann, seconded by Supervisor Singletary, that the Finance Committee recommend that pages 74-75 of the 2012 Schoharie County Tentative Budget be approved as amended.

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee recommend that page 76 of the 2012 Schoharie County Tentative Budget be approved as recommended.

Voice vote taken. Motion carried unanimously.

- Revenue**

Moved by Supervisor Singletary, seconded by Supervisor Mann that the Finance Committee recommend the below revenue line in the 2012 Schoharie Count Tentative Budget be amended as indicated below:

<u>Revenue Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.3472	Community Support Group	\$ 1,078,472	\$ 1,091,875

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann, seconded by Supervisor Shrederis that the Finance Committee recommend the below revenue line in the 2012 Schoharie Count Tentative Budget be amended as indicated below:

<u>Revenue Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.4490	MH Federal Salary Share	\$ 162,500	\$ 175,000

PLANNING/ECONOMIC DEVELOPMENT – Present: Alicia Terry

- Expenditures**

Moved by Supervisor Shrederis, seconded by Supervisor Mann, that the Finance Committee recommend the below appropriation lines in the 2012 Schoharie County Tentative Budget be amended and that page 92 in the 2012 Schoharie County Tentative Budget be approved as amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.6410.2323	Video Display Equipment	\$ 5,000	\$ 2,500
A.6410.4208	Advertising	54,323	51,823

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Shrederis, seconded by Supervisor Mann, that the Finance Committee recommend the below appropriation lines in the 2012 Schoharie County Tentative Budget be amended

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.6510.1801	Services Officer PT	\$ 18,000	\$ 14,000

Voice vote taken. Motion carried with one dissenting vote by Supervisor Singletary.

Moved by Supervisor Mann, seconded by Supervisor Barbic, that the Finance Committee recommend that pages 93-94 of the 2012 Schoharie County Tentative Budget be approved as amended. Voice vote taken. Motion carried unanimously with one dissenting vote by Supervisor Singletary.

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee recommend the below appropriation lines in the 2012 Schoharie County Tentative Budget be amended and that pages 105-107 be approved as amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.8020.4234	Ag-Farm Plan	\$ 5,000	\$ 0

Voice vote taken. Motion carried unanimously.

DISTRICT ATTORNEY – Present: James Sacket, Esq.

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee recommend the below appropriation line in the 2012 Schoharie County Tentative Budget be amended and that pages 5-6 be approved as amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A. 1165.4235	Special DA	\$ 6,000	\$ 3,000

Voice vote taken. Motion carried unanimously.

SOCIAL SERVICES – Present: Paul Brady

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee recommend the below appropriation line in the 2012 Schoharie County Tentative Budget be amended and that pages 79- 91 be approved as amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.6010.4101	Office Supplies	\$ 8,000	\$ 7,000
A.6010.4103	Gas and Oil	50,000	45,000
A.6010.4130	Paper Products	10,000	8,000
A.6010.4280	Child Abuse Team	0	50,000
A.6010.4303	Travel	5,000	4,000
A.6010.4304	Conference and Training	3,000	2,000
A.6010.4305	Association Dues	1,500	1,350
A.6010.4306	Miscellaneous	3,000	2,000
A.6010.4315	Transport Workfare	5,000	4,000
A.6010.4678	State DSS Fees	40,000	35,000
A.6010.4677	Cell Phones	6,000	5,000
A.6010.4679	Special Adoption Expenses	7,500	6,000
A.6010.4681	Sheriff's Fees	6,000	4,000
A.6109.4640	Family Assistance	2,100,000	2,000,000
A.6119.4527	Institutional Placement	1,000,000	950,000
A.6119.4529	CSE Placements	275,000	250,000
A.6142.4639	Emergency Assistance	50,000	40,000

Voice vote taken. Motion carried unanimously.

- Revenue**

Moved by Supervisor Shrederis, seconded by Supervisor Mann that the Finance Committee recommend the below revenue lines in the 2012 Schoharie County Tentative Budget be amended as indicated below:

<u>Revenue Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.3609	Family Assistance	\$ 200,000	\$ 0
A.3619	Child Care	900,000	925,000
A.3642	EAA	25,000	20,000
A.4609	Family Assistance	800,000	975,000
A.4670	Services to Recipients	225,000	300,000

Voice vote taken. Motion carried unanimously.

RECYCLING/SOLID WASTE DISPOSAL – Present: Ben Cooper

- Expenditures**

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee recommend the below appropriation lines in the 2012 Schoharie County Tentative Budget be amended and that page 108 in the 2012 Schoharie County Tentative Budget be approved as amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.8090.4599	Equipment Maintenance	\$ 10,000	\$ 5,000
A.8090.4407	Tipping Fee/Recycling	20,000	2,000

Voice vote taken. Motion carried unanimously.

DEPARTMENT OF PUBLIC WORKS – Present: Tom Fagnani, Ben Cooper

- Expenditures**

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee recommend the below appropriation lines in the 2012 Schoharie County Tentative Budget be amended and that pages 23-24 in the 2012 Schoharie County Tentative Budget be approved as amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.1490.1004	Deputy Commissioner	\$ 5,000	\$ 15,000

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee recommend that page 25 of the 2012 Schoharie County Tentative Budget be approved as recommended.

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee recommend the below appropriation lines in the 2012 Schoharie County Tentative Budget be amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
A.1620.1901	Overtime	\$ 10,000	\$ 8,000

A.1620.1902	Snow Ice Control	12,000	7,500
A.1620.2954	Computer Equipment	5,000	0
A.1620.4206	Blenheim Bridge Maintenance	2,000	1,000
A.1620.4524	DAR Hall Maintenance	13,000	500
A.1620.4600	PSF Repair/Maintenance	70,000	35,000

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Singletary, seconded by Supervisor Murray, that the Finance Committee recommend that pages 26-28 in the 2012 Schoharie County Tentative Budget be approved as amended.

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee recommend the below appropriation lines in the 2012 Schoharie County Tentative Budget be amended and that pages 113-114 in the 2012 Schoharie County Tentative Budget be approved as amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)
D.5110.4714	Line Striping	\$ 50,000	\$ 75,000
D.5110.4710	Surfaces/Paving	300,000	275,000

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann, seconded by Supervisor Singletary, that the Finance Committee recommend that page 115-117 of the 2012 Schoharie County Tentative Budget be approved as recommended.

Voice vote taken. Motion carried unanimously

Page 118 of the 2012 Schoharie County Tentative Budget will be adjusted by the budget officers as necessary.

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee recommend that page 119-121 of the 2012 Schoharie County Tentative Budget be approved as recommended.

Voice vote taken. Motion carried unanimously

There being no further business, the meeting was adjourned at 2:00 pm.

Respectfully submitted,
Ruey Schell

Minutes Finance/Solid Waste Committee of the Schoharie County Board of Supervisors November 28, 2011

Committee Members Present:

Robert Mann, Daniel Singletary, J. Carl Barbic, Philip Skowfoe, Martin Shrederis, Thomas Murray

Also in Attendance:

Supervisor Larry Bradt, Supervisor William Goblet, Supervisor Harold Vroman, Co-Budget Officer Paul Brady,
Director of Planning/Co-Budget Officer Alicia Terry, Sandra Coleman,

The Finance Committee's fourth meeting to review the 2012 tentative budget for Schoharie County was held on November 28, 2011. Chairman Mann called the meeting to order at 6:00 pm. A quorum was present.

BOARD OF SUPERVISORS – Present: Karen Miller

- **Expenditures**

Moved by Supervisor Shrederis, seconded by Supervisor Mann, that the Finance Committee recommend the below appropriation line in the 2012 Schoharie County Tentative Budget be amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)	
A.1010.4303	Travel	\$ 13,000		0

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Singletary and seconded that appropriation line A.1010.4673 in the 2012 Schoharie County Tentative Budget be reduced from \$50,000 to \$25,000. *Discussion:* Supervisor Skowfoe felt that the appropriation could be reduced further.

Moved by Supervisor Mann that the motion be amended to reduce appropriation line A.1010.4673 in the 2012 Schoharie County Tentative Budget be reduced from \$50,000 to \$20,000. Voice vote taken. Motion carried with one dissenting vote by Supervisor Singletary.

Moved by Supervisor Mann and seconded that the Finance Committee approve the motion as amended to reflect the below.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)	
A.1010.4673	Blenheim/Gilboa	\$ 50,000	\$ 20,000	

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann, seconded by Supervisor Singletary, that the Finance recommend the below appropriation lines in the 2012 Schoharie County Tentative Budget be amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (from)	Finance Committee Recommendation (to)	
A.1010.1023	Board Clerk	\$ 50,856	\$ 46,584	
A.1010.1024	Deputy Clerk	34,147	30,427	
A.1010.1026	Deputy Clerk	42,838	0	
A.1010.1600	Longevity Pay	2,000	0	

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance recommend the below appropriation lines in the 2012 Schoharie County Tentative Budget be amended.

<u>Appropriation Number</u>	<u>Title</u>	<u>Budget Officer Recommendation (from)</u>	<u>Finance Committee Recommendation (to)</u>
A.1010.4305	Printing	\$ 5,000	\$ 3,000

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Mann, seconded by Supervisor Singletary, that the Finance Committee recommend that pages 1-2 of the 2012 Schoharie County Tentative Budget be approved as amended.

Voice vote taken. Motion carried unanimously.

Moved by Supervisor Singletary, seconded by Supervisor Shrederis, that the Finance Committee recommend that page 8 of the 2012 Schoharie County Tentative Budget be approved as recommended.

Voice vote taken. Motion carried unanimously.

OFFICE FOR THE AGING – Present: Nancy Dingee

- Expenditures**

Moved by Supervisor Shrederis, seconded by Supervisor Mann, that the Finance Committee recommend the below appropriation lines in the 2012 Schoharie County Tentative Budget be amended and that pages 96-98 be approved as amended.

<u>Appropriation Number</u>	<u>Title</u>	<u>Budget Officer Recommendation (from)</u>	<u>Finance Committee Recommendation (to)</u>
A.6772.1016	Prin. Account Clerk Typist	\$ 38,079	\$ 0
A.6772.NEW	Dept. Business Mgr. I	0	29,103
A.6772.1801	Aging Aide	14,188	14,688
A.6772.2205	Computer Equipment	500	0
A.6772.4207	Data Processing	3,000	3,500
A.6772.4208	Advertising	400	200
A.6772.4240	Meals Contract	296,472	270,000
A.6772.4251	Conference and Training	2,000	500
A.6772.4278	Adult Advocates	3,600	2,730
A.6772.4303	Travel Expenses	1,000	500
A.6772.4405	Rent	11,400	12,000
A.6772.4501	Vehicle Maintenance	9,000	11,000
A.6772.4659	Wrap Program	6,800	2,000

Voice vote taken. Motion carried unanimously.

- Revenues**

Moved by Supervisor Shrederis and seconded that the Finance Committee recommend the below revenue lines in the 2012 Schoharie County Tentative Budget be amended.

<u>Revenue Number</u>	<u>Title</u>	<u>Budget Officer Recommendation (from)</u>	<u>Finance Committee Recommendation (to)</u>
A.3772	Prog for the Aging	\$ 502,212	\$ 458,520
A.4772	Office for the Aging	223,089	261,658

Voice vote taken. Motion carried unanimously.

SOIL AND WATER CONVERSATION – Present: Stephen Hoerz

- **Expenditures**

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee approve that there be no changes to the Soil and Water appropriation lines in the 2012 Schoharie County Tentative Budget (A.8720.4409 and A.8720.4410). Voice vote taken. Motion carried unanimously.

CORNELL COOPERATIVE EXTENSION – Present: Don Smyers

- **Expenditures**

Moved by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee approve that there be no change to the Cornell Cooperative Extension appropriation lines in the 2012 Schoharie County Tentative Budget (A.8730.4238). Voice vote taken. Motion carried with one dissenting vote by Supervisor Murray.

ANIMAL SHELTER – Present: (three representatives)

- **Expenditures**

Moved by Supervisor Mann, seconded by Supervisor Singletary, that the Finance Committee approve page 53 of the 2012 Schoharie County Tentative Budget as recommended. Voice vote taken. Motion carried unanimously.

CONTINGENT ACCOUNT

- **Expenditures**

Moved by Supervisor Mann and seconded that the Finance Committee recommend the below appropriation line in the 2012 Schoharie County Tentative Budget be amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (<u>from</u>)	Finance Committee Recommendation (<u>to</u>)
A.1990.4298	Contingent Account	\$ 450,000	\$ 350,000

Voice vote taken. Motion carried unanimously.

EMPLOYEE BENEFITS – UNEMPLOYMENT EXPENSE

- **Expenditures**

Moved by Supervisor Mann, seconded by Supervisor Singletary that the Finance Committee recommend the below appropriation line in the 2012 Schoharie County Tentative Budget be amended.

<u>Appropriation Number</u>	<u>Title</u>	Budget Officer Recommendation (<u>from</u>)	Finance Committee Recommendation (<u>to</u>)
A.9050.8005	Unemployment Expense	\$ 150,000	\$ 300,000

Voice vote taken. Motion carried unanimously.

There being no further business, the meeting was adjourned at 9:30 pm.

Respectfully submitted,
Ruey Schell

**Minutes
Finance/Solid Waste Committee
of the Schoharie County Board of Supervisors
December 14, 2011**

Committee Members Present:

Robert Mann, Thomas Murray, Daniel Singletary, J. Carl Barbic, Philip Skowfoe, Larry Bradt

Also in Attendance:

Supervisor Harold Vroman, DSS Commissioner/Co-Budget Officer Paul Brady, Director of Planning/Co-Budget Officer Alicia Terry, Sheriff Anthony Desmond, Personnel Officer/Interim Health Department Supervisor Cassandra Ethington, Clerk of the Board Karen Miller, Deputy Director of the Office of Community Services Bonnie Post, Emergency Management Director Judy Warner, County Clerk M. Indica Jaycox

The regular monthly meeting of the Finance/Solid Waste Committee of the Schoharie County Board of Supervisors was held on December 14. Chairman Mann called the meeting to order at 6:30 p.m. A quorum was present.

- I. **SOLID WASTE** - None
- II. **EQUIPMENT** - None
- III. **TRAVEL REQUESTS** - None
- IV. **PERSONNEL BACKFILL REQUESTS**

- **Office of Community Services**

Moved by Supervisor Singletary, seconded by Supervisor Barbic, that the Finance Committee approve the request of the Interim Community Services Director to raise a Chemical Dependency Counselor from a grade 13 to a grade 15, (as has been past practice), effective January 1, 2012, as the incumbent in the position has completed the credentialing process. *Discussion:* Supervisor Mann requested that in the future when initial requests are brought before the committee for approval that it be made clear that the process involves moving the employee to a higher grade once credentialed. Voice vote taken. **Motion carried unanimously.**

- **County Clerk's Office**

Moved by Supervisor Bradt, seconded by Supervisor Singletary, that the Finance Committee approve the backfill of an Index Mailroom Clerk position (grade 6) which has been vacated by resignation. Voice vote taken. **Motion carried with dissenting votes by Supervisors Mann and Murray.**

- V. **BUDGET AMENDMENTS AND TRANSFER REQUESTS:** A written list of budget amendment and transfer requests was distributed to Committee members. There was significant discussion in regard to the HCR Nursing Contract transfers.

Moved by Supervisor Singletary and seconded by Supervisor Murray that the transfer from A.1990.4298 (Contingent Account) to 1420.4674 (Labor Arbitration) be stricken from the list of budget amendments and transfers as presented by the co-budget officers. *Discussion:* It was voiced that the Board negotiated in good faith to reach an agreement with Ms. Strack so that taxpayers would have a more efficient Health Department. It was further voiced that the County Treasurer refused to honor the Board's agreement and that the county's taxpayers should not be liable for the additional expense. Voice vote taken. **Motion carried with dissenting votes by Supervisors Mann and Skowfoe.**

Moved by Supervisor Mann, seconded by Supervisor Barbic that the requested transfer from A.1990.4298 (Contingent Account) to 1420.4674 (Labor Arbitration) be place on a separate resolution for full Board consideration. Voice vote taken. **Motion defeated with Supervisors Singletary, Murray and Shrederis opposed.**

Moved by Supervisor Singeltary, seconded by Supervisor Shrederis, that the Finance Committee recommend to the full Board of Supervisors the list of amendments/transfers to the county's budget as presented by the co-budget officers and amended by the Finance Committee be approved. Voice vote taken. **Motion carried unanimously.**

VI. BUDGET OFFICER REPORTS:

- Sale Tax – Information in regard to the county's sales tax revenue through November 2011 was distributed and discussed.
- Hiring Ceiling - Information pertaining to the county's hiring ceiling was distributed and reviewed. New hiring ceiling figures for 2012 will be available for the Board's consideration at their Friday meeting.
- Sheriff's FEMA Contract – There was discussion in regard to the Sheriff's contract with FEMA and staffing. Opinion was voiced that a staffing schedule should be made to meet contractual needs vs. saving all questioned jobs. Sheriff Desmond will prepare and present a staffing schedule to the Finance Committee. Also discussed was the need for comparison of costs between retaining all jobs vs. paying unemployment.
- Expenditure and Revenue Figures – Expenditure and Revenue data through November 2011 was shared with committee members.
- Comptroller's Report – Information and figures were distributed to committee members in regard to the 2% cap, which showed that the adopted county budget was under the 2% cap by \$271,000.

VII. DOCUMENT RECOVERY: The result of bids received for recovery of county documents were summarized and reviewed.

Moved by Supervisor Mann, seconded by Supervisor Murray, that the Finance Committee recommend to the full Board of Supervisors that the BELFOR company be awarded the bid for recovery of county documents damaged in the recent disaster. Voice vote taken. **Motion carried with dissenting votes by Supervisors Skowfoe and Bradt.**

VIII. MISCELLANEOUS:

- Distributed to committee members was a letter drafted on behalf of the county by Attorney Stockli to the Comptroller's Office requesting an opinion in regard to any county contribution toward the route 7 corridor project.
- **Moved** by Supervisor Mann, seconded by Supervisor Shrederis, that the Finance Committee approve the needed replacement of computer equipment in the Health Department. **Voice vote taken. Motion carried unanimously.**

There being no further business, the meeting was adjourned at 8:25 pm.

Respectfully

Ruey Schell

Section 23

STATE OF NEW YORK
SUPREME COURT COUNTY OF SCHOHARIE

In the Matter of the Application of

PENNY GRIMES,

Petitioner,

-against-

THE COUNTY OF SCHOHARIE, a Municipal
Corporation, and CASSANDRA ETHINGTON,
Personnel Officer,

Respondents,

For Judgment pursuant to CPLR Article 78.

AFFIDAVIT IN OPPOSITION
TO PETITION

Index No.: 2012-213

STATE OF NEW YORK)
) ss.:
COUNTY OF SCHOHARIE)

ASANTE SHIPP-HILTS, being duly sworn does depose and say as follows:

Introduction:

1. I am the duly appointed Director of Public Health ("Department") for the County of Schoharie, having been so appointed on or about January, 2012.

2. My appointment, which was subject to the subsequent approval of the NYS Department of Health, which approval was ultimately forthcoming, occurred exactly one week prior to the historic flood in the County on August 28-29, 2011.

3. On or about May 23, 2011, I had been appointed by the County as the Epidemiology Coordinator.

4. In the absence of a director or deputy director for the Department, by virtue of the job specification for Epidemiology Coordinator, I became the *defacto* director of the Department upon my appointment as Epidemiology Coordinator.

5. I hold a bachelor's degree in Biology from SUNY Albany and a master's degree in public health from SUNY Albany.

6. I am currently working on my dissertation to complete my doctorate degree in public health, also at SUNY Albany.

7. I am familiar with some of the facts attendant to the within petition and make this affidavit in opposition to the same.

My Introduction to the Department:

8. Upon coming to the County as Epidemiology Coordinator and *defacto* head of the Department, I was provided with an independent study of the Department performed by the Delaware County Director of Public Health Bonnie Hamilton, copies of which are annexed to the accompanying affidavit of Cassandra Ethington as Exhibits "A" and "B" thereto.

9. Suffice it to say, Ms. Hamilton's report indicated significant structural issues which went to both the Department's organization and its mission.

10. Prior to my coming to the Department, the biggest division in the Department had been the Certified Home Health Agency ("CHHA").

11. By the time I came to the Department, the operation of the CHHA had been transferred to a private firm, which allowed me to focus on the remaining operations of the Department, namely early childhood intervention and pre-school services, public health nursing services, emergency preparedness, environmental services and public health education.

12. Soon after my arrival, I was also provided with time logs, which Ms. Cassington and Ms. Bernocco had asked Departmental employees to do.

13. These time records were destroyed in the flood, but I did have an opportunity to study them carefully before the destruction.

14. Basically, what the time records told me was that there were significant inefficiencies in the Department and much unproductive use of time. I also discovered that staff were performing functions that had little, if anything, to do with public health.

15. Additionally, shortly after I came to the Department in May 2011, I began meeting with each employee on a weekly basis to review what their job functions were, what they were doing on a day to day basis and how these efforts were contributing to the overall mission of the Department.

16. Once I arrived at the Department, I was the immediate supervisor of all staff in the Department, plain and simple. I know of no rationale basis why petitioner would have, as she seems to contend, believed Ms. Ethington was to holding herself out as head of the Department even after my arrival.

The Elimination of Petitioner's Position:

17. As regards petitioner's position, it became apparent to me very quickly that petitioner was not performing public health education services, in the manner which such services are required under the Public Health Law.

18. The guidance provided by the NYS Department of Health relative to mandated public health education programs, a copy of which is annexed hereto and made a part hereof as Exhibit "A", requires that these services be pursuant to defined risk factors, have planned interventions, be measurable and the like.

19. From my observations, discussions with petitioner and a review of the time logs, petitioner was not performing the public health education services required by the Public Health Law and Regulations.

20. For the most part, petitioner was handing out literature such as lead and immunization pamphlets at fairs and local community activities.

21. From my observations and discussions with petitioner, I also observed that many of petitioner's actual functions had to do with fiscal oversight of contracts, such as the lead abatement program, the Planned Parenthood and dental health contract and working on relatively small grant applications, which had little to do with the direct provision of public health education services.

22. After much consideration, I had to come to the reality that there was no reason that the remaining Public Health Nurse, Valerie Manchester, who had 23+ years of service to the County and Maryann Purak, R. N. who had 15+ years of seniority, as compared with petitioner's 7 years, could not easily incorporate the public health education function into their existing duties, which allowed the elimination of petitioner's position with the attendant cost savings.

23. As petitioner correctly observes, the law requires that specified public health education services be provided. The law does not however require that these services be provided through any particular position.

24. As to the fiscal work petitioner did with respect to grants, I was able to achieve some economies and efficiencies by having a fiscal coordinator with 30+ years of experience in the Mental Health Department take over responsibility for all grants in the Department, thus greatly streamlining many processes.

25. At the time of the abolishment of petitioner's position her annual salary was approximately \$58,538, which was largely covered by grant monies.

26. However, the cost of her fringe benefits, including health insurance, retirement contributions and the like, amounted to approximately 51% of her salary (\$29,854) and were not covered by grant monies.

27. Upon information and belief, the County is under no legal obligation to continue a position just because the cost of the same is supported in part by grant monies.

28. In the final analysis, I did recommend that petitioner's position be eliminated, foremost for reasons of efficiency and secondarily for reasons of economy.

29. I made this determination in early August 2011. I had also determined to eliminate four other positions and planned to inform the affected employees the week of August 22, 2011, but three of them were not at work that week. The historic flood happened and thereafter I did not have time to give any focus or further thought to these matters until December 2011 and so notice to these employees was delayed indefinitely.

30. I did tell petitioner in October 2011 that I thought her position would be eliminated from the 2012 budget.

31. In December 2012, in which time frame the Board of Supervisors was geared to adopt the final 2012 budget, I did produce and recommend a Departmental 2012 proposed budget, which eliminated petitioner's position.

32. My recommendation, which the Board of Supervisor's accepted, was premised solely and exclusively on reasons of efficiency and economy.

33. I gave no consideration to petitioner's age.

34. Once petitioner filed her Article 78 petition, I did confer with the Finance and Personnel Committees of the Board of Supervisors. I was quite frank in advising them that if they wanted me to run the Department in an efficient manner, than petitioner's position, along with the others which were eliminated, should remain eliminated. On the other hand, if it was the wish of the Committees for me to find or make work for these people, I was willing to try to do that. The directive I was given was to continue to try to achieve efficiencies, wherever they might be found.

Ms. Ethington's Alleged Dislike of Petitioner and the Former Director:

35. Petitioner also alleges that in December 2010, Ms. Ethington "...began a campaign of intimidation against petitioner and other employees [of the Department] who had been supportive of the previous Public Health Director." (Petition, para. #16)

36. Petitioner goes on to allege that Ms. Ethington's intent was to "persuade or force" Department employees who had supported the former director to leave their jobs.

37. I came to the Department, as the *defacto* head in May 2011 and can only speak about my observations of Ms. Ethington after that date.

38. Firstly, although Ms. Ethington and I have had many conversations about the somewhat torturous history of the Department, Ms. Ethington never said anything to me or did anything which would indicate that she harbored any ill feelings towards Ms. Stack, the former director, or towards any employee who may have supported Ms. Strack.

39. I also had weekly meetings with petitioner since virtually the day I started until December 2011 and beyond that, many conversations with petitioner regarding Departmental matters in general. During all of these discussions, I never once heard petitioner say a negative

word about Ms. Ethington until October 2011 after I advised petitioner that her job may be in jeopardy. Even then, the only thing petitioner brought to my attention is that she thought she should have been appointed as the director of the Department.

The Creation of a Deputy Director Position:

40. Petitioner also complains that she was not considered for the position of deputy director of the Department.

41. As set forth more particularly in the accompanying affidavit of Cassandra Ethington, the NYS Department of Health had to pass on the qualifications for any candidate for the position of director.

42. Although I met the minimum educational qualifications, upon information and belief, the NYS Department of Health felt that, due in part to my experiential background and due in part to the lack of existing management structure in the Department, it would only approve my candidacy if an additional layer of management was created by the County.

43. Upon information and belief, there was considerable discussion about what that additional layer of management might consist of.

44. After much discussion, it was determined that the County would revert, in part, back to the former organizational structure which provided for a deputy position.

45. In an effort to achieve some fiscal economies, it was further provided that the deputy director would over see Environmental Health and also be responsible for weights and measurements functions, thus saving having to appoint another person to that formerly full time position.

46. To the point, petitioner was never considered for the position of deputy director because she did not apply for the position.

47. After I told petitioner in October 2011 of the possible elimination of her position, she did ask me to make her a Nurse Manager. However, the Public Health Nurse, who had far more years of service with the County, could readily provide that function and I just could not justify creating another full time position as petitioner requested.

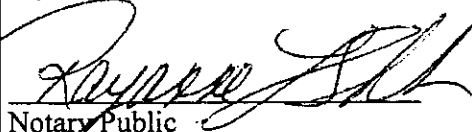
48. To my knowledge, that is the only reason petitioner was not considered for the position of deputy.

Conclusions:

49. For all of the above stated reasons and for the reasons set forth in the accompanying affidavits in opposition, it is respectfully submitted that there is no merit to the petition and it must therefore be dismissed in its entirety.


Asante Shipp-Hilts

Sworn to before me this 24
day of June, 2012.


Notary Public

RAYANNE L. SHEEHAN
Notary Public, State of New York
Qualified in Schenectady County
No. 5039263
Commission Expires February 13, 2015

Section

24

Subject: FW: Personnel Officer and Stipend Pay
From: "assistance.request" <assistance.request@cs.state.ny.us>
Date: 2/23/2012 11:09 AM
To: <cethington@co.schoharie.ny.us>

Cassie,

Please review the attached letter and call if you want to discuss further. Thank you,

Maria

The information provided in this correspondence is advisory only.

Maria P. Kenneally
Office of Commission Operations & Municipal Assistance
New York State Department of Civil Service
Albany, NY 12239

assistance.request@cs.state.ny.us
Phone (518) 473-5139

The New York State Department of Civil Service website address has changed. Please use the following url to reach our website:

www.cs.ny.gov

From: Cassandra Ethington [<mailto:cethington@co.schoharie.ny.us>]
Sent: Friday, February 17, 2012 11:51 AM
To: Kenneally, Maria
Subject: Personnel Officer and Stipend Pay

Maria,

I am writing you for an opinion on a situation we have here in Schoharie County.

Last August the Board of Supervisors on suggestion from the County Attorney asked me to be the point person on the closure of our CHHA and to make sure things got completed as required by Public Health Law. For this the Board paid me a stipend of \$150 weekly for the extra hours to copy the documents, write the closure plans etc. They assigned this duty to me by motion at a full board meeting.

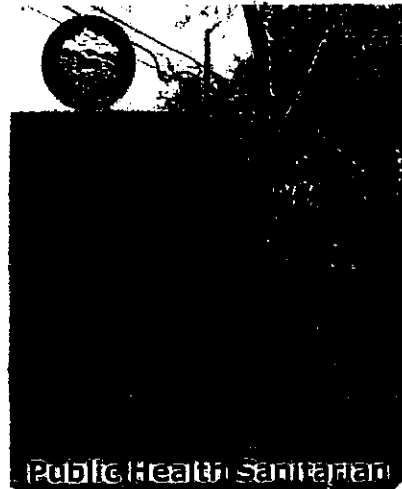
Then about 2 months later they had me run the Health Dept. with no additional money. While they recruited for a permanent Health Department Director.

Is this a conflict of Section 27, Prohibition against certain public employment and political activities.

If you could get back as soon as possible with an opinion I would greatly appreciate it. I will let you know that emails like this asking different questions will continue because there is a political war taken place and I am in the cross-hairs.

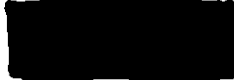
Section 25

**Schoharie County
Public Health**



Public Health Sanitation

THE PERSON WHOSE NAME AND PHOTOGRAPH
APPEAR HEREON IS A
SCHOHARIE COUNTY EMPLOYEE
SCHOHARIE COUNTY, NEW YORK.



If found, please return to:
SCHOHARIE COUNTY
HEALTH DEPARTMENT
PO BOX 667
SCHOHARIE, NY 12157
(518) 295-8365

A handwritten signature in cursive script, likely of the Interim Department Head, written over a horizontal line.

Interim Department Head



Section 26

MEMORANDUM

June 14, 2011

TO: Eva Gigandet

FROM: Cassandra R. Ethington, Personnel Officer/Public Health Dept. Oversight

This memorandum will confirm our conversations held in April and again in May 2011, in Asante's office, during which you were notified that you needed to improve on your communication skills and following the chain of command. At that time I informed you of the protocol that you are to follow going forward. Asante Shipp-Hilts is your immediate supervisor and I am in charge administratively over the health department on a day to day basis until further notice.

All daily work is to be run through and approved by Asante. If there is something that involves any other departments, members of the Board of Supervisors and/or the County Attorney you must run those items by Asante and I before moving forward on any other them. If there are meetings to take place that are to involve any of the parties previously outlined those meetings also need to be planned out with Asante and me ahead of time.

You are presently the Public Health Preparedness Coordinator for the Public Health Department. This position requires a high level of quality communication between multiply departments/agencies and persons within those departments/agencies at all different levels. Most importantly the communication needs to be there between you and your supervisor and Director. Improvement needs to happen on the above items or future disciplinary action will be the result.

Cassandra R. Ethington
Personnel Officer

Please sign below stating that you have received this memorandum.

Cc: Personnel File
CSEA Local Representation

*Employee
refused to
sign 6/24/11*

Section 27

Subject: Email Notification Update

From: Anne MacCuish <annemaccuish@co.schoharie.ny.us>

Date: 3/4/2011 11:11 AM

To: annemaccuish@co.schoharie.ny.us, Brenda Hewitt
<brendahewett@co.schoharie.ny.us>, Carol Shaver
<carolshaver@co.schoharie.ny.us>, Diane Croote <crooted@co.schoharie.ny.us>,
Diane Fischer <fischerd@co.schoharie.ny.us>, Eva Gigandet
<evagigandet@co.schoharie.ny.us>, Karen Karker <karkerk@co.schoharie.ny.us>,
Mary Meier <meierm@co.schoharie.ny.us>, lindastiles@co.schoharie.ny.us, Penny
Grimes <pennygrimes@co.schoharie.ny.us>, Peter Cappellano
<cappellano@co.schoharie.ny.us>, joanchase@co.schoharie.ny.us, Carol Warner
<warnerc@co.schoharie.ny.us>, Bruce Niles <bruce.niles@co.schoharie.ny.us>,
Carl Christman <christc@co.schoharie.ny.us>, Valarie Manchester
<manchesv@co.schoharie.ny.us>, Kim Euler <eulerk@co.schoharie.ny.us>, Mike
Cole <colem@co.schoharie.ny.us>, Cassandra Ethington
<cethington@co.schoharie.ny.us>

To all DOH Staff:

Please be advised that all email correspondence should go to
Cassandra Ethington first who will then forward to Betsy
Bernocco, if necessary.

Do not cc Betsy on any email correspondence from now forward.

Anne MacCuish

Administrative Support I

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IMPORTANT NOTICE: This e-mail and any attachments may contain
confidential or sensitive information which is, or may be,
legally privileged or otherwise protected by law from further
disclosure. It is intended only for the addressee. If you
received this in error or from someone who was not authorized
to send it to you, please do not distribute, copy, or use it
or any attachments. Please notify the sender immediately by
reply e-mail and delete this from your system. Thank you for
your cooperation.

Anne MacCuish <annemaccuish@co.schoharie.ny.us>

Administrative Support I

Schoharie County Department of Health

Section 28

Subject: Office Memo & Update

From: Cassandra Ethington <cethington@co.schoharie.ny.us>

Date: 5/19/2011 10:25 AM

To: Anne Maccuish <annemaccuish@co.schoharie.ny.us>, Eva Gigandet <evagigandet@co.schoharie.ny.us>, Kim Euler <eulerk@co.schoharie.ny.us>, Linda Stiles <lindastiles@co.schoharie.ny.us>, Asante Shipp-Hilts <asante.shipp-hilts@co.schoharie.ny.us>, Diane Croote <crooted@co.schoharie.ny.us>, Diane Fischer <fischerd@co.schoharie.ny.us>, Mary Meier <meierm@co.schoharie.ny.us>, Maryann.Purack@co.schoharie.ny.us, Val Manchester <manchesv@co.schoharie.ny.us>, Penny Grimes <pennygrimes@co.schoharie.ny.us>, Brenda Hewett <brendahewett@co.schoharie.ny.us>, Peter Cappellano <cappellano@co.schoharie.ny.us>, Carl Christman <christc@co.schoharie.ny.us>, Karen Karker <karkerk@co.schoharie.ny.us>, Bruce Niles <bruce.niles@co.schoharie.ny.us>, Carol Warner <warnerc@co.schoharie.ny.us>, betsy.b@vzw.blackberry.net

Good Morning,

I am sending out an email to clarify some issues that have recently come to my attention:

For those of you that may have confusion on the chain of command within the department I would like to clarify the following:

DAILY OVERSITE:

1. As per the Board of Supervisors I am still in charge on a daily Administrative basis of the Health Department and the CHHA until its closure.
- HCR's DPS either Lisa or Mickey are in charge of the CHHA program
 - Linda is in charge of all EI/PreSchool programming and Mary Meier.
 - Asante is in charge of Environmental, Preparedness and Public Health Programs (Educator & Nurses)

On 1/12/2011 3:17 PM, Cassandra Ethington wrote:

After working in the Health Department for the last two months there does not seem to be any control on time usage or people's schedules. Betsy and I have come up with the following guidelines and they are to be followed. If anyone has any questions or concerns please touch base with us and we will address them on an individual basis.

Please make sure that any staff that reports to you are properly informed of these guidelines as well.

Cassandra Ethington & Betsy Bernocco

--
Eva Gigandet
Public Health Preparedness Coordinator
Schoharie County Dept. of Health
P. O. Box 667, 276 Main St.
Schoharie, NY 12157
Ph: 518-295-8365 or (8793)
Fax: 518-295-8327
evagigandet@co.schoharie.ny.us

Section 29

Subject: Updates

From: Asante Shipp-Hilts <asante.shipp-hilts@co.schoharie.ny.us>

Date: 6/24/2011 12:42 PM

To: Cassandra Ethington <cethington@co.schoharie.ny.us>, Eva Gigandet
<evagigandet@co.schoharie.ny.us>

Cassie,

Just wanted to give you an update that I instructed Eva to forward the emergency preparedness material from the state to me. Ill have it on hand for your review.

Asante

--

Asante Shipp-Hilts, MPH
Epidemiology Coordinator
Schoharie County Dept. of Health
P. O. Box 667, 276 Main St.
Schoharie, NY 12157
Ph: 518-295-8365
Fax: 518-295-8327
asante.shipp-hilts@co.schoharie.ny.us

Section 30

Reports

Subject: Reports

From: Cassandra Ethington <ethington.c1@gmail.com>

Date: 9/9/2011 6:55 AM

To: Eva Gigandet <evagigandet@co.schoharie.ny.us>

Eva,

I am looking for the reports from you as requested for my 9:30 am meeting with the State.

Need them now.....7:00 am is roughly the time.

If this not going happen let me know so I can inform the state.

Cassandra Ethington

Interim Public Health Director